Career Network Ministry Handbook

A Guide to Discovering Your Gifts and Pursuing Your Professional Career Search



Touching lives with the love of God

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Version 3.0

Final

Thanks!

This book has taken many forms over the years. It started at McLean Bible Church in Virginia and has now spread to other churches in a more generic format. Many dedicated individuals have given their time and efforts towards the revisions and wish to recognize their efforts to include Gail Crockett, Bob Korzeniewski, Chris Neitzey, Mike Neitzey, Stephen Lee, Clint Gortney, Elizabeth Lucas, Renay Moya, Richard Stuckey and Maureen Kalenich.

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1.0 Welcome

Welcome to the Career Network Ministry (CNM). Our church is all about relationships – experiencing a growing relationship with Jesus, enjoying the care and encouragement of close friends, and developing a personal passion to touch lives with the love of God. Our goal is to help you become all that God wants you to be. Our purpose is to provide ministry and support to people who are seeking employment or considering a career change.

For everything that was written in the past was written to teach us, so that through endurance and the encouragement of the Scriptures we might have hope. (Romans 15:4)

We offer:

- ❖ A support group where participants exchange networking ideas, and offer moral and prayer support.
- Consultations regarding job-seeking skill development in resume refining and development, Internet searches, networking, marketing yourself, and interviewing techniques.
- Career assessment, including consultation on discovering your spiritual gifts, talents, interests, experience, and potential career options.

1.1 What We Can Do For You

The Career Network Ministry provides:

- ❖ A weekly meeting for pursuing relevant Career Network Ministry services
- Support, nurturing, and advice
- Consultation for skill development or job search developmental needs, based on the needs of each participant
- ❖ Training in private consultation and at our meeting in networking skills, with access to relevant network sources in business, government, ministry, and not-for-profit organizations, as appropriate.
- Speakers on relevant topics to assist you in your search
- ❖ Prayer warriors to pray for you and your specific needs

Whatever you have learned or received or heard from me or seen - put it into practice. And the God of peace will be with you. (Philippians 4:9)

1.2 What We Cannot Do For You

The Career Network Ministry does not:

- Provide jobs or a job list
- ❖ Facilitate employment placement

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- ❖ Provide network sources to ensure employment
- ❖ Ensure that network sources will be supportive, relevant, or helpful to each individual's search.

1.3 What You Agree To Do

In the same way, faith by itself, if it is not accompanied by action, is dead. James 2:17 (NIV)

Remember, this is <u>your job search</u> and <u>you need to treat your job search as a job!</u> We will assist you in any way we can, but you must do the looking for leads, make the telephone calls, build your network of contacts, go to appointments (job interviews, informational interviews, etc.) and generally commit yourself to the hard job of finding a job.

When you participate in our Career Network Ministry, you agree to:

- * Respect the confidentiality of all participants in the meeting
- Complete all agreed-upon assignments
- Approach network contacts with the highest regard and courtesy, with no demand for employment
- ❖ Treat all prospective employees, network appointments, and participants in the ministry gently and with dignity, honor, and respect
- Support others in the CNM by sharing information, thoughts, and ideas that may be useful to them.
- Comply with the rules and procedures of the ministry, whether or not they have been stated.

1.4 Cost

There is no monetary charge. But, we do ask that you come back and share with others your experience, God's work in your life, and ask that you help someone else once you have landed a position (and have received at least one paycheck that has cleared the bank). ©

2.0 GET STARTED

For many, beginning a job search may seem like an overwhelming task. Beyond the emotions, you may find yourself faced with many questions:

- ❖ What do I want to do? What should I be doing?
- ❖ What tasks and activities are necessary for a successful outcome?
- ❖ Where do I start?

Our goal at the Career Ministry is to provide support and encourage you to network and benefit from the experience of the volunteers and other participants as you search.

Your search is a project and will need to be managed. There will be many phases to your search including, discovering the role you are called to do, marketing yourself, asking for God to intercede, and measuring your success in completing tasks.

2.1 Finding a Job the Secular Way

Most of us have been taught to approach the professional job search in a secular way:

- ❖ Get over anger, disappointment, and fear, and "get on with it"
- Prepare a resume and job hunt materials
- * Research your options
- ❖ Identify the job you want, where you want
- * Research companies/participate in informational interviews
- Target best options
- ❖ Go for it! Make the best deal for you!

2.2 Finding a Job the Christian Way

At the CNM, we encourage you to discover your Gifts and find a job in the Christian Way:

- * Recognize that God knows what's going on. He has a place for you.
 - o Jeremiah 1:5, Psalms 25:12, Psalms 27:11, Psalms 32:8, Psalms 37:5,23,
 - o *Isaiah 30:21*
- ❖ Pray over your anger, fear, and disappointment
- Pray and invite others to pray
- * Relax, invite God to intercede for you
- ❖ Identify the job/vocation to which you are led
- Prepare a resume, job hunt materials
- * Research your options
- * Research companies/informational interviews
- ❖ Target best options based on where God leads-
- ❖ Wait! Expect a miracle!

What are the significant differences?

- 1. A secular person is responsible for success, alone. A Christian has God.
 - Yet I am not alone, for my Father is with me. John 16:32
- 2. A secular person identifies the job that is most satisfying to him or her. A Christian realizes that God knows what's best and seeks, then follows His guidance.
 - In him we were also chosen, having been predestined according to the plan of him who works out everything in conformity with the purpose of his will, in order that we, who were the first to hope in Christ, might be for the praise of his glory. (Ephesians 1:11-12)

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3. A Christian prays before researching or searching.

You want something but don't get it. You kill and covet, but you cannot have what you want. You quarrel and fight. You do not have, because you do not ask God. (James 4:2)

Trust in the Lord with all of your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight. (Proverbs 3:5-6)

4. A Christian relaxes, believes God will intercede, and recognizes that God has a Plan.

Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. For everyone who asks receives; he who seeks finds; and to him who knocks, the door will be opened. Matt 7:7-11

Now this is our boast: Our conscience testifies that we have conducted ourselves in the world, and especially in our relations with you, in the holiness and sincerity that are from God. We have done so not according to worldly wisdom but according to God's grace. 2 Corinthians 1:12

What, then, shall we say in response to this. If God is for us, who can be against us? Romans 8:31

5. A Christian acts to Glorify God.

So that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ. (Romans 15:6)

Jesus looked at them and said, "With man this is impossible, but with God all things are possible." (Matt 19:26)

You are God's handiwork. He created your innermost being and knit you together in your mother's womb. You are fearfully and wonderfully made. You have been given work-related Gifts that have been chosen specifically for you. God desires for you to use the Gifts He has given you. Working out of His Plan will bring you satisfaction, will bless and enable you to serve others effectively, and will bring glory to God. To make good career decisions, you must have a thorough knowledge of your personality, skills and abilities, and interests and values. Without this knowledge, you are not fully equipped to make good career decisions. Our goal is to help you discover His path.

3.0 The Job Search or Career Discovery Process

The Christian approach to a successful job search works only for those who have established a relationship with the Lord Jesus Christ. While many of the steps are the same, the effectiveness of several of the steps is directly correlated to the degree of the established relationship. If you have questions, you can talk to one of the volunteer leaders or even enroll in courses or studies provided by your church. The remainder of this guide is organized around the following points:

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1. Prayer

- ❖ Ask God to Intercede
- ❖ Ask Others to Pray with and for you
- Pray Daily

2. Identify your Purpose and Direction

- ❖ What Are Your Strengths?
- Discovering your Spiritual Gifts
- Personal Traits
- ❖ What Makes You Happy? What Do You Enjoy?
- ❖ Where Do You Go From Here? Putting it all together.

3. Marketing Strategy

- * Research
- Elevator Speech
- * Resume Creation
- Business Cards
- Define the Target Market/Industry/Companies
- Communications Plan

4. Traditional and Non-Traditional Approach

- * Responding to Ads Cover Letter Writing
- Internet Usage
- Working with Recruiters
- ❖ Alumni Associations
- Informational Interviews
- Networking
- **❖** Accountability Groups

5. Interviewing

- Preparation and Additional Research
- Thank You Letters
- Follow Up
- * Rejection

6. Decision Making

- ❖ Offers of Employment What to do?
- Negotiation

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7. Routine

- Daily Activities
- Unemployed

3.1 Prayer

Prayer is a communication between you and God. It is a time for you to get before Him, and open your heart to Him, so that He can change you. It will draw you close to God so He can prove His sufficiency to you. It will help you attain peace of heart and mind.

So I tell you: Ask, and it will be given to you; seek, and you will find; knock and the door will be opened for you. For everyone who asks receives, and the one who seeks finds, and to the one who knocks, the door will be opened. (Luke 11:9-10)

If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him. (James 1:5)

Are you willing to take a few minutes every morning? Not five mornings out of seven, not six out of seven, but seven out of seven! Ask God to help you: "Lord, I want to meet you first thing in the morning for a few minutes. Tomorrow when the alarm goes off, I have an appointment with You."

Your morning prayer might be, "Morning by morning, O Lord, You hear my voice; morning by morning I lay my requests before You and wait in expectation." Psalm 5:3

Often, people do not pray because they find themselves caught up in "I don't know what to say." Prayer is not a show for God; it is a communication between you and God that is personal and private. God created and designed us to relate to Him! Prayer is talking to someone we love.

There are four dimensions to prayer; remember "ACTS":

- **A: Adoration**. This is the purest kind of prayer because it is all for God there is nothing in it for you. You do not barge into the prescience of royalty. You begin with the proper salutation. So, worship Him. Tell the Lord that you love Him. Reflect on His greatness, His power, His majesty, and His sovereignty!
- **C:** Confession follows. Having seen Him, you now want to be sure every sin is cleansed and forsaken. Confession comes from a root word meaning "to agree together with." Apply this to prayer. It means to agree with God. Something that you call a slight exaggeration, God calls it a lie! You call it strong language God calls it swearing. You call it telling the truth to people about somebody in the church God calls it gossip.

"If I regard iniquity in my heart, the Lord will not hear me." Psalm 66:18

T: Thanksgiving. Express your gratitude to God. Think of several specifics things to thank Him for: your family and friends, your possessions and health, your church, ministry or other responsibilities – even thank Him for hardships.

"In everything give thanks: for this is the will of God in Christ Jesus concerning you" (1 Thessalonians 5:1)

S: Supplication. This means to "ask for, earnestly and humbly." This is the part of your prayer life where you make your petitions known to Him. Ask for others, then for yourself. Why not include other people around the world, such as missionaries, students studying abroad, friends in distant places, and, above all, the people of many lands who have yet to hear about Jesus Christ.

This is simply a guide. Very soon, you will discover that it is impossible to spend only a few minutes with the Lord. An amazing thing happens – a few minutes turns into 20 and it is not long before you are spending 30 precious minutes with him.

Do it *not* because other people are doing it, *not* as a spiritless duty, but because God has granted us the priceless privilege of fellowship with Himself.

3.1.1 Ask God to Intercede

We need to focus on God, not just our needs and wants. God's objective for our prayers and His answers is to change *us*, simply not our circumstances! He will provide the best answer for you! Prayer is two-way communication. God wants to speak to us when we meet with him in prayer.

For I know the thoughts that I think toward you, saith the Lord, thoughts of peace, and not of evil, to give you an expected end. (Jeremiah 29:11)

3.1.2 Ask Others to Pray with and for You

Confess your faults one to another, and pray one for another, that ye may be healed. The effectual fervent prayer of a righteous man availeth much. James 5:16

3.1.3 Pray Daily

Throughout Scripture we are encouraged, even commanded, to pray and not to give up (Luke 18:1). Since our battle is really a spiritual one, we must FIGHT with spiritual weapons or we'll suffer defeat after defeat! Prayer is one of these spiritual weapons. In Colossians 4:2 we read, "DEVOTE yourselves to prayer...." Following is a prayer that could be used as a model.

"Dear Father, I <u>need</u> You. I acknowledge that I have been directing my own life and that, as a result, I have failed. I thank You that You have forgiven my sins. I now invite Christ to again take His place on the throne of my life. I pray that my heart would be willing to follow the guidance of Your Holy Spirit. I pray this in the name of Jesus. As an expression of my faith, I now thank You for directing my life and for filling me with the Holy Spirit."

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Some things to pray for could include:

Pray that we would set our hearts and minds on things in Heaven, not on things here on Earth (Colossians 3:1-4).

Pray that we would be both godly and content with our unchangeable circumstances (1 Timothy 6:6).

Pray that we would set our hearts to honor God (Malachi 2:2).

Pray that we would not be eager for money or deceived by it in any way (1 Timothy 6:10; Mark 4:19).

Pray that we would not drift away, become lukewarm or neglect such a great salvation (Hebrews 2:1-4; Rev. 3:15, 16).

Pray that God will keep his servant also from willful sins; may they not rule over me us (Psalms 19:13).

Pray that God would enable us to speak His Word with great boldness and that He would heal and perform miraculous signs and wonders through us (Acts 4:29,30).

Pray that the words of our mouths and the meditations of our hearts would be pleasing to God (Psalms 19:14).

Pray that we would be humble, contrite in spirit and tremble at God's Word (Isaiah 66:2).

Pray that God would send the right laborers to speak the truth in love to our unsaved families, friends and co-workers (Ephesians 4:15; 2 Timothy 2:24-26; Romans 10:1),

Pray that godly sorrow would come into their hearts so they would repent (2 Corinthians 7:10) and that they would not harden their hearts (Heb. 3:15; Mt. 13:15).

Pray that we would grow in fruitfulness and make the most of every opportunity (John 15:1-8; Ephesians 5:15).

Pray that we would be quick to listen, slow to speak and slow to become angry (James 1:19).

Pray that we would keep a tight rein on our tongues, so that we won't deceive ourselves and make our religion worthless (James 1:26).

Pray that God would grant us wisdom, health and deliverance from trouble (2 Chronicles 1:10; 3 John 2; James 5:13).

Pray that God would count us worthy of His calling and that by His power He may fulfill every good purpose of ours and every act prompted by our faith (2 Thessalonians 1:11).

Pray that we may glorify always the name of the Lord Jesus (2 Thessalonians 1:12).

Remember, Pray Daily!

3.2 Identify Your Purpose and Direction

Before you begin to successfully market yourself to potential employers, it is essential that you have a clear understanding of the product you are selling - YOU! Only then can you prepare an effective marketing strategy that will sell your job skills and abilities for your targeted position. This means accurately identifying your marketable skills and those sectors of the market to which they are the most valuable.

And we know that all things work together for good to them that love God, to them who are the called according to his purpose. (Romans 8:28)

Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge him, and he shall direct thy paths. (Proverbs 3:5-6)

When marketing yourself know what Return on Investment (ROI) you have provided for previous companies. How much time and/or money did you save xyz employer? Know the business of the companies you have worked for and their position within their industry. This demonstrates a more business-savvy and career-minded individual.

While tests alone cannot tell you precisely which particular career to pursue, they are an essential starting point in the career planning process. By helping you to identify and label key aspects of your design, they make it easier for you to identify the best-fitting careers to explore.

The result of the period of rediscovery and use of various assessment tools will help you to see the career options available to you. We have outlined the process for you:

- ❖ What are your Strengths? Your Knowledge and Abilities?
- ❖ What are your Spiritual Gifts?
- ❖ What are your Personal Traits?
- ❖ What do you Enjoy and What Makes You Happy?
- ❖ Where do you go from here? Putting it all together!

"Success in the knowledge economy comes to those who know themselves, their strengths, their values, and how they best perform." Peter Drucker

3.2.1 What are your Strengths?

The real opportunities for growth come from working with the strengths you have, not the ones you haven't. They come from identifying your talents and developing a lifestyle and work style, which maximize them. So put the effort where it will really be rewarded in developing and training your strengths.

To help you discover your strengths – your skills and abilities, you may want to use the skills list in the *Appendix A.1 Skills List*.

It might be helpful to give this list to several people who know you and ask them to identify your strengths without having seen your self-assessment. You may learn of a strength or two that you weren't aware of.

3.2.2 Discovering your Spiritual Gifts

Spiritual gifts are those special abilities that God bestows on each Christian, through the Holy Spirit, so that he or she may effectively glorify Christ and edify the Body of Christ. There is nothing you can do to receive a spiritual gift, because spiritual gifts are of grace, given by the Holy Spirit as He sees fit. (*Romans 12:6*) We use these gifts to Glorify Him.

Ways to Discover Your Gifts:

- ❖ Look where and when you are loving people. For example, if you look for ways to spend time, effort, and energy with children, this is probably where you are gifted. All passages in the Bible that deal with gifts are followed by a teaching on love. *1 Corinthians 12; Romans 12; Ephesians 4*
- ❖ When you discover a new truth from the Bible, how do you apply it to your everyday life? For example, how do you apply your faith, wisdom, encouragement, or mercy in daily situations? 2 *Timothy 3:14-17*
- ❖ Try different things. If you have the gift of teaching, helping, or administration, find a place to try it out. When used, gifts will grow and mature over time. *James 1:17-18*
- ❖ Ask family, friends, and current or former co-workers what they think your gifts are. Get advice from Godly people who love you. *Proverbs* 16:2 and 19:20
- ❖ Look for experiences or activities that come easily. For example, if it is easy to plan and organize an event, chances are it is the gift of administration. Or if you like to meet and talk with strangers or entertain in your home or church, it might be the gift of hospitality.
- ❖ Take the Spiritual Gifts Survey in the *Appendix A.2 Spiritual Gifts Survey*.

Explore the possibilities. You may study the Bible, examine your feelings - if we have a gift we feel great using it. Gifted people get results. The person with the gift of evangelism will see people come to know Jesus. Expect confirmation from the Holy Spirit. God will let us know he is using us and he will hold us accountable.

3.2.3 Personal Traits

Capitalizing on what uniquely identifies you will ultimately lead you to the right job fit. Take advantage of the Personal Traits list we have provided in Appendix A.3, by selecting the Top 7 that describes you. Take a break for 20 minutes and review your selections for your Top 3. Review your Top 7 selections a third time; can any of those selected be perceived by an employer as a potential weakness or opportunity for growth? *Know Yourself!*

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. (Colossians 3:23-24)

3.2.4 What makes you Happy and What do you Enjoy?

Try to remember a time when you were working on a project or hobby and were so involved that you lost track of time. What were you doing?

So whether you eat or drink or whatever you do, do it all for the glory of God. (1 Corinthians 10:31)

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. (Galatians 5:22-23)

Happiness is found by circumstances and luck; Joy is the competency that all is well regardless of the circumstance! Joy comes from God. Joy is found in those who believe the Gospels that were produced by people through the Holy Spirit; Joy is belief mixed with Triumph. Believers set their hope and heart on a future to Glorify Him!

3.2.5 Where do you go from here? Putting it All Together

Now that you have determined an additional perspective on yourself, you may want to take advantage of the many vocational assessments available online. The following sites offer online quizzes and other exercises to help you to match your interests, traits, and talents to the job market. Some will tell you, that what you want would not be the best fit. Most are free, some require registration, and some have a fee:

- www.keirsev.com
- www.assessment.com
- http://www.d.umn.edu/student/loon/car/self/career_transfer_survey.html
- http://www.umanitoba.ca/counselling/careers.html
- http://florida.echoices.com/eChoices/eChoices.nsf/frmlogin?OpenForm
- www.review.com/career/careerquizhome.cfm?

A job should use your best skills, abilities, and gifts. A book that can be helpful for helping your personal assessment is "Leading from your Strength" by John Trent. In addition, there is a chart in *Appendix A.1 Skills List* that will help you to determine some of the "wants" and "don't wants" of industries, positions, and the working environment. Completing this will help you focus.

After you have completed the exercises on the vocational sites listed above, you should have a list of the careers or vocational direction you are best suited for based on your answers.

You may find several roles that you are immediately interested in and others that you have no interest in pursuing right now. However, it is important that you include them on the Putting it All Together summary page in *Appendix A.3 Personal Traits*. Writing down the careers in which you do not have an interest will keep you focused and serve as a preventative measure in pursuing roles you know you are not interested in. This will save you time in the future.

Your summary page will be an excellent reference tool as you begin to research companies, create your resume, and market yourself. This page summarizes many aspects of who you are keep it handy. During your job search, it will serve as a reminder of the many gifts God has given you.

3.3 Marketing Strategy

3.3.1 Research

Are you focused in your search? If not, finding that focus should be your first step in developing your marketing strategy. It may help you to take a look at the Purpose and Direction section of the Handbook (Section 3.2).

Your marketing strategy is the overall message of your work, its highlights, your underlying skills, interests, and personality. Your strategy must be consistent and should use meaningful vocabulary that your target industry or profession uses. The objective is to present them in a way that is appealing to the hiring manager. Remember that all aspects of your marketing strategy need to be carefully worded and accurate. This is not the time to exaggerate! Honesty and Integrity are important. Don't forget that your references will be asked to support what you have stated.

Brainstorming is a good strategy to employ. First, get a blank sheet of paper and write down the names of all of the employers you have had, and the positions you held there. Leave plenty of space between the employers' names and your positions. Next, in the space between each position, write the most significant impact you had on the organization, the types of activities you were involved in, and the results of your work. At this point, don't worry about sentence structure; just get all of the information on paper. You may want to include the scope of your responsibility in sales volume, number of people supervised, or territory covered. Finally, take another piece of paper and repeat the activity, but include volunteer work, hobbies, and educational successes. All of this information will be useful to you as you begin to create your marketing tools.

3.3.2 Elevator Speech

Using powerful, attention-keeping adjectives develop a short verbal resume - what we call your "elevator speech." This speech should be a very brief overview of what you have done and where you want to go. It should be no longer than two minutes. It is a speech you could deliver "on the fly" in an elevator if you encountered someone you think might be a good contact. The elevator speech should include your profession, expertise, types of organizations you are interested in, and your unique strengths. (Refer to the brainstorming you completed earlier.) Here is an example:

My name is	I'm in the Information Technology Industry.	I am an
Oracle database administr	rator with six years of Windows NT and Unix	Systems
administrator experience.	I am also a systems analyst. The primary con	npanies I
have worked for include	I bring strengths in attention	to detail

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and organizational structure to any project I have led. I am interested in an
opportunity in a mid-size company where I can contribute and build on my
current skill set. Some of the places I am particularly interested in are
and

Your elevator speech should be delivered in a way that will prompt them to ask for your card and make them remember you!

For purposes of the Career Network Meetings, there is a sample guide in *Appendix A.14 Elevator Speech Guide* that provides additional information.

3.3.3 Resume Creation

A Resume is another marketing tool that provides a brief overview of your knowledge, background, achievements, and interests.

Your resume should not read like a job description – you need to highlight how you made a difference and what you did at your various jobs that were impactful. Help the recruiter understand why they should hire you rather than others who did a similar function.

Get help with your resume, even if you think you do not need it. You may find that multiple versions of your resume are helpful. When you find a job that you want to apply for, you will need to send your resume to the prospective employer, so make sure your resume is professional and polished. You may want to develop several versions of your resume that are geared to different positions. Keep in mind that, while a resume can get you in the door of a company, it is not a comprehensive list of what you have done every moment in your career. Think highlights!

It's a good idea to have your resume reviewed by others to have the formatting checked in addition to spell check, etc. An objective opinion is often helpful.

Remember that recruiters report that resume reading software looks for a very high match on the key words that are in the job description. In some cases this is as high as 95%, so be sure to update your resume(s) with these key references before submitting yours online.

Appendix A.4.3 The Top-to-Bottom Resume Guide for Chronological Resumes provides more details on how to develop and write your resume.

Parts of a Resume

Contact Information: Your Contact Information includes your name, address, telephone numbers (home, cellular, and pager), e-mail address (make sure it is a professional e-mail, not something like Iamsocute@livinglife.com) and your personal web page, if applicable.

Objective: Having an objective - a detailed statement of what you are looking to do - will help you keep your resume focused and communicates your focus to a prospective hiring manager. What you write in your objective will be read as if it is the cover of the Washington Post; this is

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your advertising headline. If you do not include an objective, it will be assumed that you are looking for position similar to your previous one.

Summary: A summary is a concise statement of your experience. This section is a preview of your overall work history and contributions. It should highlight your greatest work achievements (not job requirements), the more definable the better. If recruiters are spending just 10 seconds on your resume the first few sentences should make them want to read more.

Employment History: This section should include the companies you have worked for and the positions/job titles you have held. Go back 10 years unless going farther back makes your resume stronger.

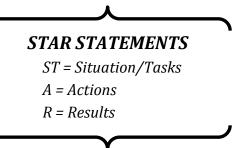
You will want to create a sentence or two describing your overall responsibility using the brainstorming information you developed ("Reporting to Division Human Resources Director, supported 25 retail superstores with annual sales of \$250M and personnel complement of 900. Responsible for investigating, evaluating, and recommending action in associate-related issues.")

Employment history should highlight your accomplishments. The following acronym may be helpful to you in constructing the sentences.

ST: This is a description of the **S**ituation or **T**ask in which you were involved

A: What Action you took or how you Accomplished your success

R: The **R**esult of your action or direction



For example: "Counseled individuals to identify their personal, professional objectives and developed individualized plans that resulted in 32 associates being promoted to management positions." Refer to *Appendix A.13 STAR Worksheet*.

Education: Summarize your education and training background. Include your highest degree and the name of the college or university you attended. If you are concerned about the possibility of age discrimination, omit your graduation date and just include your degree. List any certifications that you hold that are relevant to the type of role you are seeking. If current technical education is important in the profession you are targeting and you have that education, you may want to include the date you obtained your certification.

Association Affiliations or Memberships: Include memberships and any offices held in associations you have belonged to. Also include any community activities that support your objective.

Other Categories or Information to highlight and consider: If appropriate, list languages, professional licensing, military experience, or titles of publications you have written.

Formatting tips:

- Use the active voice and bullet points to make information easier to digest. Steer clear of passive verbs.
- ❖ If possible, keep your resume under two pages, no matter how extensive your experience. There are some exceptions such as government, education or scientific resumes where you have published or researched a lot.
- Leave white space on all four margins, don't crowd your resume.

Now that we have described the parts of a resume, you will need to define the style of resume that you are going to use. Remember this is your time to Shine! Use the style that best presents you and your skills.

The most common and most accepted style of resume is the **Chronological** resume (see *Appendix A.4.2 Chronological Resume Template*). It begins with either your education, or work history, with your most recent position first.

A **Functional** resume (see *Appendix A.4.1 Functional Resume Template*) emphasizes your skills. This type of resume does not focus on industry, particular employers, or your length of time at a particular employer. It is most frequently used when a) transitioning to another role (e.g., from marketing to human resources), b) if there are significant gaps in your employment history, or c) for employment opportunities at higher levels.

Once you have written your resume, it is time to have it reviewed:

- ❖ Run a spell check on your computer before anyone sees your resume
- Get a friend (an English or journalism major would do nicely) to do a grammar review
- Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be caught (and corrected)

3.3.4 Business Cards

Get business cards printed with your name and personal contact information. Online, www.vistaprint.com has an offer for 250 free business cards, plus shipping costs. Be sure to use two to three words to market yourself on your business card. Select a card that speaks to your personality, but is appropriate for the industry and roles you are targeting. You can list skills on the back of the card, but list top skills and be brief.

3.3.5 Define Your Target Market/Industry/Companies

To conduct an effective search, it is important to define your market. Who are you trying to reach? Without clear focus in your search, you will probably waste time pursuing contacts and researching companies that will not lead you to the right position. Setting specific criteria (geography, industries, size of companies, and preferred organizational culture) could shorten your search by weeks or even months.

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This part of your search, while critical, is often overlooked. As you begin, your mindset should be sales and marketing. Identify the consumer of your particular skills and knowledge. When a company is determining what to present to the marketplace they often determine the demographics – age, income, and gender. In a job search, your demographics are geography (where in the DC metro area do you want to work, or are you willing to relocate?), industry (what product or service do they provide?), organization size, and culture (start up and entrepreneurial or well established?) A tool such as www.Hoovers.com can help you survey the marketplace. -There will be times that you contact hiring managers for roles that do not yet exist, yet – one may be created if your timing is right. Also, http://www.linkedin.com/home is an excellent source for searching companies and job categories.

Think about which-organizations would be most likely to want someone like you. What companies are you most interested in working for? Make a list of your 50 most desirable target companies. Focusing on 20 - 30 companies is a manageable number.

Reading articles on-line in trade magazines and newspapers will often give you information on which to base a letter of introduction.

A sound, well-defined marketing plan is essential to ensuring that you focus on activities that will find you the right job and avoid spending time on things that will distract you from your goal.

3.4 Traditional and Non-Traditional Approach

The traditional approach is to look for ads to respond to, contact employers, write cover letters, and use of recruiters. The non-traditional approach includes informational interviews and networking, networking, networking.

3.4.1 Responding to Ads - Cover Letter Writing

To get the position you want, you have to stand out. And the best place to start is with a good, sharp letter of introduction. They will help you avoid pitfalls that could hinder your job search.

Despite the fact that companies consistently demand applicants submit cover letters along with their resumes, many still believe the cover letter is just a formality. Applicant sometimes don't bother sending a cover letter at all or just one paragraph notes, sent out with little thought. When you send a poor cover letter, you send the message that you can't get the job done, even when quality is essential.

Many people send one paragraph, two- or three-sentence throwaway notes in place of real cover letters. Or, they confuse the Cover Letter with a dashed-off note, such as the fax coversheet. A cover letter should have three to four paragraphs, no paragraphs of over six lines long, with the longest one being the middle one or two, and the shortest one being the final, summation paragraph. The idea is to make the document brief and easily readable while still demonstrating a professional, thoughtful manner.

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Carefully check your spelling and grammar. No one wants to make grammatical or spelling errors but many applicants nevertheless submit cover letters with small and thoughtless, yet, glaring errors. Many slip through because people have a difficult time seeing the mistakes in their own writing. Ask someone else to proofread your cover letter for you.

- ❖ Address the letter to a specific title or name (Dear Hiring Manager or Dear Jane Smith). LinkedIn could be a good source for this information. This letter should reveal how you communicate to the reader. Be direct.
- ❖ Keep the letter to less than one page (3-4 paragraphs of 2-3 sentences each)
- ❖ Keep your sentences short and to the point
- ❖ State your interests as they relate to the employer's requirements
- ❖ Highlight your accomplishments and skills that match the employer's needs. Stress the value you can bring to the company.
- ❖ When you tell potential employers why you're interested in working for them and their companies, be sincere. Don't bother pouring on a bunch of flattering statements. If you're interested in a position or company, just say why.
- **End your cover letter with an action statement**. Indicate to the employer that you will take the initiative in contacting them regarding your resume.
- ❖ Drop names in the first paragraph if you know someone in the company. Hiring managers take unsolicited resumes more seriously when they assume you were referred by one of their employees or customers. You can find names of individuals in LinkedIn.
- ❖ The second paragraph (or two) is the perfect place to mention specific experience that is targeted to the job opening. This is your "I'm super great because" information. Here is where you summarize why you are absolutely perfect for the position. Really sell yourself. Pick and choose some of your experience and/or education that is specifically related to the company's requirements, or elaborate on qualifications that are not in your resume but apply to this particular job. If you make mention of the company and its needs, it becomes immediately obvious that your cover letter is not generic. Entice the reader to find out more about you in your resume. Don't make this section too long or you will quickly lose the reader's interest.
- ❖ The closing should be concise. Let the reader know what you want (an application, an interview, an opportunity to call). If you are planning to call the person on a certain day, you could close by saying, "I will contact you next Tuesday to set up a mutually convenient time to meet."
- ❖ Include all of your contact information in your cover letter, as well as on your resume. This information should include an address, home phone and a daytime number (either your office number or a number where a potential employer can leave a detailed message). It should also include your personal email address (not your company email address.

Still wondering what goes in a cover letter? We've provided a step-by-step guide in *Appendix A.5 Sample Cover Letters* that is an example from www.Vault.com. You may want to use www.Vault.com as an additional resource of examples by profession.

3.4.2 Internet Usage

Using the Internet in your job search may not be easy. It crosses a variety of services and information resources. No single list, network, or resource will contain everything you need for a fully effective online job search.

Listed below are some helpful sites to start with:

- www.quintcareers.com/top_50_sites.html
- http://www.linkedin.com/homM
- http://ww.dice.com/
- http://www.monster.com/
- http://www.careerbuilder.com/
- http://.indeed.com
- https://www.ladders.com/
- http://craigslist.org/ (job section)
- * www.vault.com Fee to join, you can research companies, industries, careers, salaries, find jobs, sample resumes and buy industry guides.

The Internet is a great tool to use in your job search. If you do not have Internet access at your home, visit a library. Here are some tips to keep in mind when you are accessing job search sites online. The following information is from RileyGuide.com, Copyright 2002, by Margaret F. Dikel.

Always Move General to Specific

- While searching for employers and opportunities, look for job listings at several levels, thinking all the time about moving from general sites and resources to specific sites and resources.
- ❖ Check the large recruiting sites to get the broad overviews and the largest searches you can.
- * Target the online journals and newspapers for your location, industry, and profession.
- Scan through the appropriate professional and trade association web sites and journals to find those job listings marketed to particular job areas, occupational fields, industries, social or ethnic groups, and locations.
- ❖ Do not skip employer websites, even if you found they have listed jobs in other locations. Many post even more job listings on their own sites, plus you can probably find a way to contact their Human Resource department to find out about any opportunities that are not posted.
 - o If you do not have your well-written resume in plain text, it will not be easy to respond to ads found online.

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- o If you do not attend local networking meetings, you could be missing a chance to meet the best person positioned to help you with your search.
- o If you do not look at the jobs posted online, you could be missing a lot of local opportunities you have missed in other places.
- o If you do not shut off the computer, how can you call the employers and speak with them about possibilities and convince them how much they need you?

Why Bother?

If the job search is already hard, why add to the stress by using the Internet? Here are some reasons:

- ❖ You can access current information at all hours of the day or night.
- The Internet does not recognize holidays, and it will not *all* go down at once for maintenance. It is there when you are ready to use it, even at midnight after finally getting the kids to bed.
- ❖ You can reach deeper into your local area, as well as take your search far beyond your regular boundaries.
- ❖ There are no geographic limits. There may be employers who would prefer to hire from their local area, but that does not mean you cannot accept the job and, if it is worth it, pay for your own move. You can also dig down deeper into your local area, finding the smaller employers within walking distance from your house who are dying to find someone just like you. Using the Internet in your search demonstrates leading-edge skills.
- ❖ Whether you found the job listing online or did research online before your interview, make sure you tell the employer. This means you not only know how to use a computer but you also know how to navigate this online morass.
- The Internet lets you meet new people and initiate new relationships with others in your profession or region.
- On the Internet, no one can see you sweat. You do not have to worry if you look okay or if everyone can see that your hands are shaking. Take your time and relax. Find the groups and folks that feel best to you and are discussing things that interest you, and then take your time getting to know them before putting your best electronic face forward.
- The Internet can help you explore career alternatives and options that maybe you had not previously considered.
- ❖ Companies and recruiters use the Internet to look for qualified candidates.
- Not quite happy with your current job? Is it the job or the career path you have chosen? Not sure? Explore! What sounds like fun? What are you doing now, and are there any ways you can take your skills and apply them in a new direction? You can find some self-assessment tools online, loads of occupations and disciplines to explore, and even lists of local career counselors and career centers to help you if you feel you need it.

Selecting the Right Sites

Now that you have found them, how do you decide which resources are the best and will fit your needs? Try asking yourself these questions as you look at a site (these questions are provided only as a starting point for your evaluation and selection process; you are the only one who can say that a site and its resources works well or does not work at all for you):

- ❖ What type of information am I finding here?
 - Is it a more formal or informal discussion?
 - o Is it business listings, academics, or nonprofits?
 - o Is it just job listings, or is there other useful information to be found?
- ❖ Are the job listings dated so that I know when they were added?
 - Employers dislike getting applications and inquiries about jobs they filled a while ago, and it really wastes your time, too.
 - o If you do not see any dates, check the information for employers posting here. How much do they pay and how long will they post their jobs?
 - o If you still do not see any information, send an e-mail to the site's webmaster and ask how long they retain position listings in the database.
- ❖ How long is the information kept here?
 - o Is it updated or altered daily, weekly, monthly?
 - o Do information postings expire quickly or remain for an extended amount of time?
- ❖ You need to manage your online time. Many people start their Internet search in the same place every night and they spend so much time in those pages that they never get anywhere else. So why are you doing that?
 - Every time you connect, start someplace new. Pick out a select list of general resources, use these to find more specific resources, and keep moving. Things change, but not so rapidly that you will miss something important if you check only there twice a week.
- * Remember, move general to specific, but always remember to move!
 - Visit the large information databases first. These include virtual libraries and large recruiting sites like America's Job Bank. Looks for links to information in your chosen field or industry. Repeat this search every few days, like Mondays and Thursdays.
 - Move on to the smaller, more exclusive resources and services, including online resource guides and sites dedicated to your field or industry. Find links to employers or information in your field that can give you leads or networking contacts. Repeat this search every few days, say Tuesday and Friday.
 - Use the search engines to locate new and hidden resources specific to your occupation and field. If you have a company you are interested in, search on the

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- company name, any variations or nicknames it is known by, and names of its major products. Repeat this search every few days, maybe Wednesdays and Saturdays.
- o Finally, shut off the computer and spend some time with your family, friends, and yourself. Take the seventh day and relax, do some reading, walk outside, and remind yourself that there is a world out there and people to talk to. Play with your dog or scratch the cat, and if you do not have a dog or cat, substitute whatever pet you have. All work and no play makes every one of us completely stressed out and candidates for heart attacks, which could keep us out of work for a long time.

A Few Final Thoughts

- ❖ The Internet cannot be the only resource you use for your job search!
- ❖ You must continue to utilize all contacts, information resources, and services available to you for the most effective and efficient search for employment. Continue to attend meetings, pick up the telephone and call people, and use the reference books in your local library.
- Limit your time online to *one-quarter* (25%) of the total time you can dedicate to your job search, unless you are a "techie" who is working in an area related to computer networks or programming. In that case, move it up to *one-half* (50%) of your time, but make sure your skills are current in order to be you're most competitive.
- ❖ Use only four-to-six job search sites. If you use more than six, managing your resume can become overwhelming. When the job market is tight, companies stay off the big job boards because they get overwhelmed with responses. More job opportunities are moved to the specialty sites and industry specific sites, therefore requiring that you may need more sites.
- Never use "Apply Now" on job search sites. Always go to the corporate site of the hiring company and find the job there, if possible. Do this because using "Apply Now" often gets sent to a generic e-mail address that may never get checked. By going to the corporate site, you may get directly to a hiring manager's e-mail box. If you have no other way of applying, then (and only then) should you use "Apply Now."
- ❖ Make it convenient for a hiring manager to check out your resume. Copy and paste a text version of your resume in the body of the e-mail that you send, and also attach a nicely formatted resume. Pasting a text version allows the hiring manager to do a quick scan of your resume and does not force him or her to take the time to open an attachment. (You can create a text version of your resume, in MSWord, by going to "File" "Save As," choose "Text" from the drop-down list. Then, open it using Notepad, and make sure the formatting is fixed. It is not a "pretty" version, but you do not need "pretty" for the body of an e-mail.)
- ❖ When you e-mail someone about a job, use specifics in the subject line. Use the subject line to include any relevant job code or job description.
- ❖ Update your resume on job search sites *two-to-three* times a week. This is *very* important because every time your resume is updated, it appears to be a new resume to a recruiter. You can change anything. Add a period, use your middle initial, change an abbreviation to the full spelling change anything, just change it! You may want to "Activate" a new resume weekly and change your heading information.

- ❖ When using job sites that asks for a "Title" for your resume or a brief description, use something that sets you apart from other candidates. Make sure the title or description mentions what you are looking for and something honest about yourself. For example, you might say "Web developer with personality," or "Electrician who plays well with others."
- ❖ If you find a job posting where you do not fit everything on the "ideal candidate" list, consider applying anyway. Remember that the posting is a wish list. If you really are interested in the job, apply anyway. The worst thing that can happen is your resume is placed in the "Thanks, but no thanks" folder. (Note that applying is a waste of time, though, if the position requires you to speak Japanese fluently and you only speak English. Use your judgment.)
- ❖ When you e-mail a copy of your resume to a recruiter, make sure that what you name the file reflects you. For example, name the file "SusanSmith.doc" or "SusanSmithFabulousLawyer.doc" versus calling it something like "resume2.doc," which means nothing to a recruiter looking for your resume.
- ❖ If there are any associations in your field, whether or not you are a member, check out their web sites. Most of them have a career page somewhere. They are usually open to anyone, since they are always looking to reach out to people who might be interested in their field.

3.4.3 Using Recruiters

Why use a Recruiter? Sometimes a person has no time for job hunting, is looking for a particular position in a particular location, or needs confidentiality. In these situations, a recruiting service may be your avenue to a new job. More often than not, recruiters are people paid by employers to find appropriate candidates to fill the employer's job openings. Do not assume that a recruiter will do your entire job searching for you. There are two different kinds of recruiters:

- ❖ Those who are paid for their recruiting efforts regardless of the outcome
- Those who are paid for each referred person who is hired

Although a fee can be a factor in a hiring decision, this is not normally the case. Most companies have a recruiting budget that is separate from their personnel budget.

For example, a local manufacturing company had a reduction in force which required that one of the two systems engineers had to be let go. They kept the person who they paid a fee for because they had made a financial investment in him.

Retained Recruiter: The first kind of recruiter is called a "retained" recruiter because they are paid a "retainer" for their recruiting efforts, independent of whether or not open positions are filled. Presumably, if no positions were ever filled, someone more effective would eventually replace the retained recruiter. Retained recruiters include those who are actually employed inhouse by the employer, as well as those whose work is based on a contract with the employer.

Contingency Recruiter: The second kind of recruiter is called a "contingency" recruiter because their income is "contingent" on whether or not a person referred by them is hired. In

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other words, they are paid a commission for every job opening that they fill. Anyone who is referred to an employer by a contingency recruiter comes with an extra cost associated with hiring them - the cost is the contingency recruiter's commission, which can add as much as 20% to 30% of the starting annualized salary. This may affect hiring decisions or the starting salary if an employer is particularly price sensitive.

Benefits of using a recruiter

- ❖ A recruiter acts as your agent.
- ❖ Often they proactively pitch your background to companies they know your profile matches. Recruiters have access to positions that are not always posted.
- ❖ They are typically dealing with the actual hiring manager verse the Human Resources Department, so this increases the likelihood of your credentials being seen by the right person.
- ❖ You will also likely be one of 3-5 candidates they are representing to this position, rather than 1 out of 100 resumes.
- ❖ They will "sell" your background and you will become more than a piece of paper. This includes passing on reference testimonials, highlighting ROI examples and experience specific to the job.
- ❖ They often know inside information about the company, the person in this job previously, the benefits, salary range, corporate culture, feedback from others who worked there or have left, and the manager's background.
- ❖ They will serve as a career counselor, give you advice on your resume, on interviewing, and tell you the hot buttons of the job
- They will obtain feedback from the manager on how you interviewed, providing you some feedback and opportunities for improvements for future interviews.

3.4.4 Associations

Associations are a great way to network, get acquainted with other people in similar circumstances, and to access the hidden job market.

Professional Associations

Networking within professional associations puts you in contact with other people within your profession. Most association members will be glad to assist you in your job search.

Industry Associations

Industry associations usually have a large database of member-companies. Many times these companies have a direct link to/from the associations' web sites.

Alumni Associations and College Placement Offices

Alumni associations are a valuable network of contacts and an outstanding way to locate fellow alumni working in your professional field. Maximize the usefulness of your degree - networking professionals with whom you already have something in common!

Your alumni association may have a member database that you can access. In addition, many alumni associations, especially larger schools, have regional events that you can attend to meet alumni in your local area. A good place to find alumni information is on Facebook or LinkedIn. Don't over look Reunion.com or Classmates.com if you are coming up to a significant reunion year; people tend to join in those years.

Recent college graduates should utilize their college placement offices and become well known in the placement office. Consider asking the college placement office if they have a former graduate in your field who could be a "job mentor". Over time it helps to establish a good working relationship with the staff that works closely with recruiters representing different companies. Also, join some on-campus organizations and become an active participant. Many companies will recruit through the placement office and on-campus organizations/associations. Some companies will have a student "point person" on campus to establish good PR for the organization.

3.4.5 Networking

Introduction

According to Randstad, a job placement agency, close to 80% of all job opportunities are never advertised. Given this, a successful job search requires tapping into a "hidden" job market. Networking is your number one resource for getting your foot into the door of this market.

What is Networking?

Networking is inviting others to help you. It is contacting people you know and telling them that you are in a career transition... letting them know that you need help. It is engaging them to "be as Christ to you." A function of the human condition is that people *want* to help one another. Let them. Ask them if they know of a job opportunity. Find out if they know someone who may be able to assist you in your job search.

...knock and the door will be opened to you. ~ Matthew 7:7

Networking is an inverted pyramid. It starts with you as the base. The next tier is your list of contacts. You engage them to build your next tier ... their contacts and so on.

Poverty ...wasn't only a lack of financial resources; it was isolation from the kind of people that could help you make more of yourself. ~ Keith Ferrazzi

What Networking Isn't

Networking is not asking others to find you a job. You are responsible for your own job search.

Networking is not a series of cold-calls. You need to ask others to introduce you to people they know.

Networking is not a one-way street. It is establishing relationships and relationships involve give and take.

Authentic networking is not *transactional*, it is *relational*. You do not *use* your network, you *engage* your network and that means valuing the relationship for how it can help everyone involved.

The successful networkers ...continually put the other person's need ahead of their own. ~ Bob Burg

Types of Networking

Networking may come in all shapes and forms, but it generally falls into one of two categories: traditional and e-networking (social networking).

Traditional Networking.

Traditional networking involves thinking of everyone who can serve as a contact for you and then engaging them in your job search. You should make an extensive list of all people that you could contact to include (See Appendix A.15 Networking Contact Worksheet):

- Family and friends
- Neighbors
- Co-workers (current and past)
- **❖** Alumni and Professors
- Classmates
- Local politicians
- Your doctors and dentist
- ❖ Your hairdresser, manicurist, supermarket clerk
- ❖ Your pastor/priest and fellow church members
- Community leaders
- ❖ Members of professional/trade organizations
- Conventions
- Charities and volunteer activities
- Cocktail parties and fundraisers
- Members of your gym

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Traditional networking includes face-to-face meetings, phone conversations, information interviews and attendance at various social/professional events. It involves seeking out and making affirmative connections, but it also means capitalizing on opportunities that present themselves to you.

The basic rules of traditional networking:

- Set goals for yourself. It will help you to remain focused. Do you want to reach out to three people at each networking event? Do you want to learn about a company or industry? Do you want to establish four new contacts each week? Do you want to secure an introduction to someone attending an event?
- ❖ Be specific about the type of help you want. You must succinctly articulate what you are looking for and how they can help. Are you soliciting career advice or are you asking for a referral or recommendation? Do you want them to socialize your resume? Do you want the name of a resource or address?
- ❖ Be positive and energetic. What image are you conveying? Leave your baggage at the door. This is not the time to burden people with your trials and tribulations. Also, shut-off the "negative chatter" in your head. Remember: You are interesting and worth speaking with.
- ❖ Listen. Observe the principle: "Listen twice as much as you talk." You are seeking advice ...listen to it. Make eye contact. When speaking with one person, do NOT scan the room for your next opportunity.
- ❖ Build an ongoing relationship. Be prepared to give as well as receive. Networking is a two-way street of helping each other. If you want someone to help you, you need to be willing to help others in return. Also, if you are known to be a powerful resource for others, people will remember you. It will keep you visible.
- ❖ Be prepared. Always be prepared for an opportunity when it presents itself. You never know when a potential contact will be in front of you at the coffee shop or working-out next to you in the gym. So always be ready to make a contact and exchange business cards. Practice your self-introduction. Always be prepared to launch into your elevator pitch (See Section 3.3.2 Elevator Speech).
- ❖ Follow-up quickly on referrals you have been given. You are a reflection of the person who is helping you. Respect and honor what others are doing on your behalf.
- ❖ Write "Thank-You" notes and follow-up with your network. Make sure your contacts feel engaged and appreciated for their actions. Keep them informed on the progress of your job search. Let them know how you value them.
- ❖ Talk to everyone you come into contact with. Do not be afraid to tell them that you are out of work! You do not know who they are or whom they know. Someone you talk to may know someone, or even be someone in the specific company or type of company in which you are interested. It is not unusual for your network to go seven layers deep.
- Respect people's privacy. When sending out your resume via email to a distribution list, blind copy the distribution list.

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❖ Be prepared for rejection. It happens. Don't take it personally. Rejection just means that you are getting a step closer to the yes.

E-Networking (Social Networking).

Social networking augments your traditional network activities by creating a community of "virtual" contacts. How? By engaging the power and resources of the Internet. Social networking facilitates making connections with people that you may never meet, otherwise. It places you into a virtual community and provides context to who you are and what you are interested in. This is particularly important if employers are using these sites to find prospective candidates.

What are the benefits of social networking?

- ❖ It removes the awkwardness some people feel about networking and making cold-calls. Online contacts don't involve personal meetings or phone calls. It eliminates the fear that some people feel about making a first encounter.
- ❖ It expands your networking possibilities exponentially.
- ❖ It doesn't require a primary contact to facilitate the introduction.
- ❖ It serves to "break the ice", if you ultimately meet with the contact in person.
- ❖ The other party cannot see that you are anxious.
- ❖ You can engage or be engaged as you wish.

What are the disadvantages of social networking?

- **Second Second Second Problem 2** Establishing a personal relationship on-line can be difficult.
- ❖ Information you place on the Internet is public and permanent. So, be careful about what you post in cyberspace.
- ❖ Putting someone in contact with one of your business contacts (by opening up contact list) can be risky. Referrals are a reflection of you. You need to vet these referrals in the same way you would a traditional networking request.

Where do you go to network on-line?

<u>Social networking websites</u>. These profile-driven sites have you create a personal profile. This allows you to cull through their membership for networking opportunities. They work on the principle of "six degrees of separation." It spins who you are, who you know, and what you know into a spider-web of potential networking opportunities. Examples of these services include: LinkedIn, Facebook, Twitter, and My Space.

Social Networking Tips

- ❖ Ensure that your profile is complete and compelling. Conversely, "an incomplete profile makes you appear lazy and does not showcase all your accomplishments and abilities," cautions Christine Hassler of The Huffington Post.
- ❖ Let your network know through your status updates that you seek a job and what kind.
- ❖ If you blog, link your blog content to your profiles and status updates.
- ❖ Include links to your Website/portfolio/blog in your profiles.
- ❖ Ask and answer questions through LinkedIn Answers .
- * Research employers through company pages on Facebook and LinkedIn.
- Recommend people on LinkedIn and ask your contacts to recommend you.
- ❖ Participate in discussion forums and boards in your career field.
- ❖ See if professional organizations in your field offer social-networking tools.
- Always offer help to those with whom you connect and thank your contacts for their assistance and advice.
- Realize that even on sites with good privacy settings, your profiles may be less private than you think, and be careful about what you say and post on social-networking venues.
- ❖ Join groups that are relevant to your professional or personal interest.
- ❖ Invite your real-world contacts to join your networks, and invite contacts from one venue to join your network on other venues.

<u>Chat Rooms, Virtual Meeting Rooms and Web Forums</u>. These sites have informal settings, where participants discuss current events and topics of common interests. They are the 21st century version of a telephone "party line" or a conversation at the water cooler. Services include:

- ❖ <u>Itzbig</u>, where matching candidates to jobs also is the centerpiece. Itzbig calls itself a "real-time interactive recruiting network, providing a way for job seekers and recruiters to come together online." The site uses "profile matching technology" to provide "a filtered set of qualified candidates to the recruiter and a filtered set of job matches to the candidate."
- QuietAgent, which claims to "evaluate every job, every day, so you don't have to." The site notes that with QuietAgent, "recruiters use rich toolsets to get two-way private connections with quality candidates."
- Climber.com, which helps you, the job seeker, "understand yourself and reveal what types of jobs/companies you will best fit." The Climber.com site states that it is "for people who are not necessarily actively looking for a new job, but rather who are open to recruitment by companies." The site enables seekers to "connect anonymously to recruiters, research companies and salary information, and refer jobs to trusted co-workers and friends."
- ❖ My Perfect Gig, "a members-only, private career network for engineering professionals where companies and talented individuals speak a 'common language'." (We've heard other anecdotal evidence of job seekers finding success on paid, private job boards.)

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- ❖ <u>Vitruva</u>, "a second-generation career website powered by an artificial intelligence job-matching engine." The Vitruva site says it "connect[s] talented professionals with highly qualified job opportunities instantly in real-time."
- ❖ Jobzerk, which bills itself as the "world's first community and socially driven job site."
- ❖ OneWire, a site for finance professionals that "allows individuals to quickly and precisely map their experiences -- education, work, and life -- and distinguish themselves from their peers." The site goes on to note, that "firms use the same system to create a search for their ideal candidate. This mirroring of profile and search criteria allows for the precise matching of individual to opportunity."

<u>Bulletin Boards</u>. These are web sites that are generally run by trade or professional associations, colleges, or alumni associations.

So how do you make a contact?

- Review the various postings and look for someone who shares a common interest, appears to be well informed, or is knowledgeable about a topic that interests you.
- Sites generally post an email address of the participant. It may even provide the person's company, industry affiliation, and job title. Use this information to e-mail your contact.

Follow business protocols associated with traditional networking. For example, **do not** ask for a job. Be willing to give as much as you receive.

3.4.6 Accountability Groups

Accountability groups are a great way to focus your job search. Members of these groups will hold you accountable to "do what you say and say what you do." They may be formed based on professional interest, a common affiliation or demographics. Ideally, accountability groups are normally five to seven people, but may be as small as two to three people. Most importantly, the group meets regularly to discuss individual progress in the job search. In turn, they both give and receive encouragement, support and focus. Many meet at coffee shops or other inexpensive eateries with Wi-Fi access.

3.5 Interviewing

3.5.1 Background

Your resume has gotten your foot in the door. Congratulations! Now, you need to demonstrate that you are the best person for the job.

Believe it or not, at this point, it is not about skills, accomplishments, or talents. Your prospective employer already has this information about you from your resume. Your success now hinges on the 3 P's: Preparation, Presentation and Passion.

Why "prepare"? It will quiet your nerves and enable you to demonstrate confidence.

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How can you be confident with your **p**resentation? Smile, make eye contact, use a firm handshake, and exhibit good posture. Give strategic answers: Tell the interviewer what (s)he wants to know *and* tell the interviewer what you want him/her to know.

Finally, use each response as an opportunity to demonstrate your value and how well you "fit" with the company. Focus on showing your **p**assion for the job. "Passion" is the key to distinguishing yourself.

Remember: The interviewer wants you to have a successful interview. If you are called for an interview, the company already thinks that you could be a "fit" for the position. They *want* you to convince them that you are the "best" fit, so that they can hire you. So, don't be modest. This is your chance to sell yourself. Do it.

...do not cast away your confidence; it will have great reward. (Hebrews 10:35)

3.5.2 Preparing for an Interview

There are differing opinions on how to prepare for an interview. But all agree that preparation is the key. Following are suggestions for how to prepare for an interview.

Research. Find out as much as you can about the company, the job, and the interviewer. Know the products and services the company offer. Who are their customers? Who are their competitors? Use this information to communicate your passion for the position/company. Indeed, an effective interviewing skill is to discuss your skills, accomplishments and talents in the context of what the company is looking for, its needs and the issues with which it is currently dealing.

Reread the original job advertisement. Identify the personal attributes and accomplishments that are likely to help you succeed in this position.

Re-familiarize yourself with your resume. Be prepared to discuss and expound on each entry. Then be ready to demonstrate how your abilities are relevant to the company. Some people develop a compliance matrix. List each requirement of the position description and an example of how you meet the requirement. If you think it is helpful, provide it to the employer to make their life easier.

Consider answers that incorporate input from others. For example, "My boss viewed me as his right-hand man." Or "My team workers submitted me for an Excellence Award because of my contributions."

Your answers should demonstrate that the organization needs your skills. Practice your answers aloud. Don't memorize them, but be comfortable with their content. When you are ready, ask someone to perform a mock interview with you. Be as expressive, open and

concise about each experience as possible. The more you practice, the better you will be during your interview. And the more comfortable and confident you will be during your interview.

Prepare Index Cards. Prepare index cards with all your accomplishments. Have these handy if the interview is being conducted over the phone. It helps you feel more confident and prepared during the interview to have information handy.

Role Play. Appendix A.7 Sample Questions Employers May Ask During An Interview provides a list of sample interview questions. Draft responses. Keep them short, vivid, on point, positive and business-related. When possible, demonstrate your active problemsolving ability, using your experiences and accomplishments.

Practice your handshake. Your handshake should be firm, not too limp nor bone crushing. And it should be accomplished with a smile while making eye contact. Practice until you are accustomed with how much pressure to exert to execute a "firm" handshake. Practice until this level of pressure becomes instinctive.

Make sure your hands are clean and well manicured. Your hand should be warm and free from perspiration.

Bring your resume and list of references. Bring copies of your resume with you. Make sure that it is the same version that you submitted in response to the job posting and that they are printed on high-grade paper. Bring more copies than you can possibly need in case additional individuals are present at your interview.

If requested, provide a copy of your references. Do not proactively offer them.

Be on Time, Bring ID, Dress Appropriately, and Be Aware of Your Posture. You've heard that "you never have a second chance to make a first impression." So make it positive. Many metropolitan areas have unpredictable traffic, and finding parking can be more difficult than expected, so leave yourself plenty of extra time and bring reading material, preferably industry-specific.

Dress appropriately for the corporate culture. Know that a business suit is always appropriate. Dress conservatively, but stylishly. Be neat, clean and well pressed. Check for missing

Interviewing Blunders -The Do Not's of Interviewing

Do not:

- ...be late. Arrive 10-15 minutes early.
- ...be defensive.
- ...use jargon, slang or profanity.
- ...interrupt the interviewer.
- ...become too familiar with the interviewer.
- ...talk about your lifestyle or personal life. DO NOT talk about the "nanny situation."
- ...let your responses exceed two minutes.
- ...bad mouth past employers or bosses.
-leave your cell phone turned on.
- ...refer to the interviewer by his/her first name, unless asked to do so.
- ...ask about salary or benefits.
- ...ask for days off for scheduled events.

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buttons, an uneven or dragging hems, strings and spots. Avoid jangling or flashy jewelry. Avoid clothing that is too tight or too short. Do not wear overpowering perfumes, colognes, or aftershaves.

Stand tall. Walk tall. Sit tall. A tall carriage communicates confidence. Do not cross your legs (men or women); it creates a barrier between you and the interviewer. Sit toward the front of the chair, leaning slightly forward. Beware of fidgeting, drumming your fingers, and bouncing your feet/legs. This communicates nervousness.

Introduce yourself to the receptionist and others that come into contact with you. Never underestimate the influence of "silent interviewers" (receptionists, secretaries, maintenance, employees). Your interviewer may speak with these individuals to get feedback on how you acted, whether you were prepared and how you treated others.

- The more people you meet, the more you increase your chances to be remembered.
- Wait patiently for your interviewer to arrive. Don't fidget or rattle papers.
- Make sure your cell phone is off.
- Be prepared to produce identification (picture ID).
- Bring a note pad and pencil, so you can take notes.

Make Eye Contact and Build a Rapport. Maintaining eye contact demonstrates honesty and an interest in the position. Engage your interviewer as much as possible. Notice what is on the walls and the pictures on the desk. This can be a quick ice breaking way to establish a connection.

Prepare a list of questions to ask the interviewer. You will be asked if you have any questions. Answering, "No" conveys a lack of interest in the position. Only ask a few. You should be asking questions that show you have done homework on the company and have thoughtful questions that you want answered to see if the fit is right for you as well as for them.

Collect Business Cards. Ask about Timeframes. Collect business cards from everyone performing the interview. Ask about timeframes for filling the position, how and when you will be notified of the hiring decision.

Do Not Discuss Salary or Benefits.

Fear not, I am with you; be not dismayed; I am your God. I will strengthen you, and help you, and uphold you with my right hand ... \sim Isaiah 41:10

Remember: If God wants you to get this job, you will. No human will be able to keep you from it. So be confident. Do not fear.

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Have no anxiety at all, but in everything, by prayer and petition, with thanksgiving, make your requests known to God. Then the peace of God that surpasses all understanding will guard your hearts and minds in Christ Jesus. ~ Philippians 4:6-7

Types of Interviews

There are two types of interviews: "informational" and "job."

At an informational interview, you are seeking information about the job, company, and training requirements. Your goal is to find out what it is like to do the job.

In a job interview, the company is interviewing you for a specific job.

Informational Interviews

Informational interviews are a good tool for making contacts and helping you determine if you want to work at a specific company or in a specific field. You are the one who makes the call and requests that an informal meeting be set up with a company representative. The benefits of doing informational interviews include:

- ❖ You become familiar with the field, its jargon, and the important issues.
- ❖ You get to see how different environments can shape a career and eliminate places that are not a fit for you.
- ❖ You expand your network.
- ❖ You get the chance to practice presenting yourself professionally in a field that interests you, in a low-pressure situation.
- ❖ You may learn that the company is planning to expand in the near future and that there will soon be openings.

Follow the same guidelines regarding etiquette (dress and professional behavior) that you would in a job interview.

Write or call to arrange the interview at least one week in advance. Identify yourself and state the nature of your research. You might give the interviewee some idea of the types of questions you will ask.

When you place the call, ask the contact for 15-20 minutes of time and give reassurance that you are NOT looking for a job but, rather, contacts in the industry or information about their function within the organization. You might also ask if your contact is willing to look over your resume. Once the interview is scheduled, go prepared with specific questions.

A good question to ask is what are the biggest challenges facing this company and industry now and in the future. Are there different challenges? You may be able to find out the challenges by Googling the industry or checking them out with the local chamber of commerce or other social networks.

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The meeting should be kept short (15-30 minutes). Stick to your time allotment; the person you are meeting will appreciate your respect for his or her time schedule. Ask the interviewer for a business card; also ask for the names of *other people* with whom you can talk. DO NOT ASK FOR A JOB. If the person knows of something that would fit you, he or she will tell you, or will tell you whom you should contact.

You should create a list of three to five prospects; with multiple prospects, you will not be discouraged if one person turns you down.

Soon after each interview, write a Thank You note, expressing appreciation for your contact's time and interest. You might also highlight some of the points you learned from your discussion. "Snail-mailed" notes generally are more appreciated than e-mails. Express your gratitude for the information you received. Keep the person informed of your progress; you might want to send him/her a copy of any report you write about your findings.

Conducting an Effective Informational Interview

Keep these pointers in mind:

- Define your purpose for the interview. Are you seeking information about a company, position, or industry?
- * Research. Research the profession, organization, and person with whom you will be interviewing.
- ❖ Prepare. Make a list of questions you want to ask. Think of some that would be interesting to answer.
- ❖ Practice. Practice interviewing people for fun.
- ❖ Listen. Listen to what the individual is saying. Show enthusiasm and appreciation and maintain good eye contact.
- ❖ Take notes. This will lend credibility and give you information for a targeted follow-up letter or note. Taking notes also will help you remember all information and contacts discussed during your meeting.
- ❖ Be prepared. The person you are interviewing may have questions to ask you.

Sample interview questions are provided in Appendix A.6.

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Job Interviews

There are several types of interviews:

❖ Screening/Telephone

This is a screening interview that's become an increasingly common method, as it is a more efficient use of time and reduces interviewing costs. Be prepared for this call. If not prepared, schedule it for another time. Don't allow distractions. Be prepared for salary questions. Make sure you have your resume in front of you and be prepared with your elevator speech. HINT: Standing up increases your energy level and presentation focus. Have your index cards with accomplishments handy.

❖ One-to-One

This is the most typical interview style. It is characterized by broad questions (Tell me about yourself. What are your strengths? Weaknesses? Why do you want to work for this company?)

Panel

This is a team or panel of people (between three and six people) who interviews one individual. Each person generally focuses on one set of competencies.

& Group

This is the least common type of interview. A group of candidates interviewed together to observe the candidates within a team environment.

* Team

Serial one-on-one interviews conducted by various members of the organization. A structured evaluation tool is often used in this environment.

Flash

Normally, this is a spontaneous meeting with a top executive, who will give the candidate a quick "once over." This is a good sign – you are being presented to the executive for final approval. Your meeting will brief; perhaps a minute or two. You may want to have a few questions prepared for this circumstance.

The Dinner/Lunch Interview

If you are asked to lunch or dinner, accept. This is another opportunity for mutual evaluation. However, observe the proper social etiquette. Don't smoke or drink. Be careful about what you order. Occasionally, your spouse may be invited, which you should definitely accept. Many job opportunities cannot be carried out without family support (i.e., travel, overtime, relocation, etc.). Be careful not to over share information. Remember this is an interview and not a casual chat.

Interviewer Techniques

There are various techniques that can be employed during a job interview:

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Question & Answer

The most commonly used format for interviewing.

❖ Non-directed

This is a technique normally used by an individual who is not skilled in conducting an interview. In this case, you as the well-researched candidate can direct the interview and turn it to your advantage.

***** Stress

This places you under varying levels of stress to determine how you will respond a difficult situation.

❖ Behavioral

The questions asked are situational and used as part of a structured interview process. The interviewer is looking for technical skills and performance skills. Behavioral interview questions are pre-planned, directed toward specific examples, and are open-ended. Typically, the interviewer will probe with follow-up questions for more in-depth information on the situation under discussion. The premise is that past behavior is the best predictor of future behavior.

Appendix A.6 Informational Interview Sample Questions is provided for additional reference.

The Flow of the Interview

There are four parts to the Interview:

1. The Opening

There is typically a period of "small talk" that allows you and the interviewer to become comfortable talking with each other. Allow the interviewer to control the interview and decide when to go on to the next phase.

2. Information About the Job and the Company

This includes a description of the company as well as the job opening. Your objective is to ask the right questions about the job and relate your skills and experience to the job demands. Focus your questions on the work to be done – NOT factors surrounding the work (benefits, salary, hours, etc.)

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3. Information About You

The interviewer will ask questions about your background and experiences. If you don't understand a question, ask that it be repeated or explained. When giving answers: Be positive! Be brief and to the point. Incorporate your STAR Statements (*Appendix A.13 STAR Worksheet*) into your responses. Only respond with the information requested.

4. Closing the Interview

Summarize your qualifications and the fit to the interviewer. Identify and address any reservations that the interviewer may express. Get the next steps defined BEFORE you leave. Thank the interviewer before leaving. Then, if the job appears to be a good fit, follow-up and continue pursuing the job.

Help the interviewer run a good interview. If the person is inexperienced, don't show irritation with delays and interruptions. Be sure that you have highlighted why you would be a good fit for the job.

Cast all your worries upon Him ... ~ 1 Peter 5:7

I have the strength for everything through Him who empowers me. ~ Philippians 4:13

Evaluating the Interview

The Interviewer is looking for...

✓ Competency - Your ability to do this particular job.

✓ Compatibility - Your ability to relate effectively to the full range of other employees in the

organization.

✓ Chemistry - Do they like you?

You (The Candidate) are looking for....

✓ Competence - The ability to perform the specific functions of the position effectively.
 ✓ Compatibility - How do you feel about the organizational culture? Is it consistent with

your values? Do you want to work in a place like this?

✓ Chemistry - Do you like these people?

✓ Compensation - Can you do the job for what they will pay?

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How Will You be Evaluated?

In general, you will be evaluated on the qualities listed below:

Personal Impression

Attitude (usually "hot buttons")

Confidence
Energy Level
Enthusiasm
Interest

Neatness
Presence
Sincerity
Sociability
Tact

***** Communication Skills

Conciseness Verbal Communication Skills
Logical Responses Written Communication Skills

Presence

❖ Leadership Potential

Assertiveness Decision Making Ability

Confidence

Competence

Expertise Specialized Training Knowledge in Your Field Work Experience

❖ *Vocational Maturity*

Clearly Defined Goals

Knowledge of Strengths

Level of Preparation

Realistic Self-Concept

Knowledge of Weaknesses

Job Interview Tips

NEVER, NEVER turn down an interview. You have no idea what kind of relationship could be started, even if that particular job isn't for you. And interviews keep you in practice.

Are your nervous about the interview? Ask a friend or colleague to run though a mock interview situation with you. Or, practice in front of a mirror to observe your body language and establish a comfort level with your responses.

ASK for information. When a recruiter sets you up with an on-site interview, ask that person what types of skills the hirer is seeking. In turn, highlight those skills when speaking with the hiring manager. Recruiters have the best sense for what the hiring manager is seeking, and, the recruiter wants you to get the position as much as you do!

When going on interviews, you can never go wrong if you're dressed better than the interviewer.

* Thank them for their time

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DO	DO NOT
❖ Be well-rested	Lie or exaggerate - if hired, this is grounds for
❖ Be yourself	dismissal
LISTEN carefully	Dominate the interview rather, control what
❖ Answer the questions you are asked	information gets across by being prepared
❖ Be brief - cut the details and concentrate on the	Give answers that are long
results generated	Give the interviewer more information than
❖ Be aware of your body language	requested
❖ Watch for signs of nervousness (laughing,	Be critical of your former employers or supervisors
fidgeting, playing with your hair, etc.).	Tell long stories - keep your answers brief and to the
❖ Avoid using silence fillers like "um" or "ah" or	point
otherwise rambling answers	* Be afraid or uncomfortable with silence. Take time to
❖ Be positive!	think through the difficult questions.
The sub- 4h and for the sin times	Do not say "I just need a job, any job."

Be brave and steadfast; have no fear or dread of them, for it is the Lord, your God, who marches with you; He will never fail or forsake you. ~ Deuteronomy 31:6

BE PREPARED FOR THE "SALARY" QUESTION

Most interviewers are trained to ask the following questions in some form or fashion:

What are you making now? What is your current salary?

What are you past earnings? What did you make in your last position?

What salary are you worth? What would you like to be earning in 5 yrs?

Your best bet is to be prepared with an answer. We have provided samples of responses here as well as in *Appendix A.8 Salary Role Plays* to assist you when the question comes.

First try avoidance or postponing the discussion:

- Salary won't be a problem. But I'm not exactly sure what the job is, so maybe we can talk more about that. I'm very flexible, and I'm sure that when we come to some agreement on the job, we can work out the salary.
- ❖ I'm making very good money right now, and I deserve it. But, I would hate to tell you what it is because I'm afraid it will put you off. I know that salary will not be a problem. I'm a fair person and I'm sure you are too. I know we will come to an agreement.
- ❖ I am paid very well, and I am worth it. But I am interested in your company and I am willing to make an investment in this, if you are. As far as I'm concerned, salary won't be a problem.

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Frankly, I always keep that sort of information confidential, partly because I think I owe that to my past employer, but mostly because I think it would be misleading. I am sure you can understand why. WHY? Well, if what I earned was higher than what you wanted to pay, you might think that I am overqualified. If it's under, you might think me under qualified. I would prefer to be judged on my ability to do the job. What did you have in mind?

*	My current compensation package in the range of your company is competitive. Am I correct?	of \$ and m	y research indicated
*	I am earning very good money right now in the S depending on bonuses. And I am certainly worth company, and I know we can work something of	h it. But, I am very int	_
	I made in the (high or low) \$ My current position is worth \$ the market place are worth a base salary of \$	However, it seems that	t positions like mine in
	mo mornor place and πorm a case sarary or φ		

What salary are you worth?

- ❖ An employee's worth is measured by his or her contribution to an employer. I expect to contribute and to be paid a salary commensurate with that contribution. I know you will be fair, otherwise I would not accept an offer or stay.
- ❖ Once hired, my first priority is to do the job I'm being paid to do. If I perform well, I expect to advance accordingly. However, money is not foremost in my mind. Too much concern about the paycheck can lead to a poor attitude and result in a poor job. As long as my focus is doing the best job possible, I doubt I will have anything to worry about.

What would vou like to be earning in five years?

- At any point in my career, I'd like my salary to keep pace with inflation and be competitive with what similar positions pay.
- ❖ I don't see myself as an "average" employee. I always strive for excellence and never settle for anything less than "above average". So logically, my income should reflect that.
- ❖ As long as my paycheck is an investment by the company that earns a return, the higher the rate of return the more it should invest. If I'm not performing at anytime, I should not be here. I have no illusions about employment as a value for relationships.

What is your salary history?

❖ I would be happy to give you specific numbers and percentage of increase, from year to year, but I am not able to recite them from memory now. Salary just is not as important to me as opportunity.

❖ At every salary review, I received merit increases. My salary has always been a reflection of my work progress and contribution to my employer's success. Anything less than that does not work for long.

What is your minimum salary interest?

- ❖ Talk about your interest more in making contribution and your match to company needs. Then ask a question about responsibility, etc.
- ❖ If forced to give an answer: respond with range, with midpoint of market range being the minimum of your salary range. (Know the salary market and know your contribution, so you are above the average!)

3.5.3 Thank You Letters and Follow Up

Write and send a thank-you note to each interviewer that you interviewed expressing appreciation for their time and your continued interest in the position. Thank you notes should be emailed or snail mailed within 24-48 hours of the interview/contact. Many decisions are made within the 24-48 hour time frame, while people still prefer snail mail rather than email that is a decision you will need to make. Use your judgment based on the organization (high tech usually is very accepting of emailed thank you notes).

- ❖ Personalize the letters to each person. Do this whether or not you are interested in continuing to pursue the job.
- ❖ Use the information gathered during the interview in order to build rapport with the person receiving the letter.
- * Thank people for their courtesy and time.
- ❖ Use thank you letters as a further marketing opportunity to:
 - o Increase your visibility,
 - o Ensure the employer is familiar with your name,
 - o Restate your enthusiasm and continued interest in the position,
 - o Stress your qualifications,
 - Add or correct any significant information or relevant point that you may have forgotten to mention or turn around any objections that occurred during the interview,
 - o Remind them of the next step.

Remember to be courteous and contact the employer if you are no longer interested in the position.

Place a call to the hiring manager about 10-14 days after the interview to follow-up on the status of the position. This re-emphasizes your interest in the position and it reminds them of you. Refer to *Appendix A.9 Sample Thank-You Letter* for a sample thank you letter.

3.5.4 Rejection

If you're rejected, don't be discouraged. Ask the interviewer to suggest how you could improve your resume/interview skills. If your resume and interview skills are fine, you might ask about other opportunities either within the organization or in other firms with which the employer is familiar.

Reasons for rejection can include the following:

- ❖ Applicant shows no real interest, enthusiasm or knowledge about the company
- ❖ Applicant's skills and interests don't match the needs of the company
- ❖ Applicant has poorly defined career plans and goals
- ❖ Applicant is unable to express him or herself clearly
- ❖ Applicant lacks knowledge of field of specialization
- ❖ Applicant is not prepared for the interview
- ❖ Applicant is too interested in salary and vacation schedules
- **❖** Applicant is evasive
- ❖ Applicant arrived late
- ❖ Failure to make eye contact
- ❖ Applicant has poor personal appearance
- ❖ Applicant has a sloppy application form or resume
- ❖ Applicant shows a lack of courtesy, maturity and/or tact
- ❖ Employer is unable to meet the desired salary requirements

3.6 Decision Making

Don't accept the job offer on the spot. Although you may have already been considering the possible offer, you need time to evaluate all the factors of this decision. Remember not to be star struck by the excitement of the offer. Be prepared to negotiate when you can give the employer your decision. Employers know you are interviewing with other organizations and will appreciate your being honest and careful about your decision.

An important thing to consider is how you have made important decisions in your life. If you have successfully been able to make important decisions in your past, then the method you used for making those decisions will apply to your career decision-making. If your decision making process has not been successful, you may find the process at the following web site quite helpful:

http://www.jobweb.com/studentarticles.aspx?id=322

3.6.1 Offers of Employment – What to Do?

Get Clear About your Priorities:

What is most important to you in making this decision? What are your Values? Are you interested in this job? Is the Cultural fit important? What is your personality? What will you get out of this role?

Values – What needs do you want your career to meet? Thus, how important is power, security, service to others, socializing, interest, creativity, adventure, and opportunities for advancement? Try to identify your most important and least important values. How can they be met by the position you are currently considering?

Culture – Understanding and assessing your organization's culture can mean the difference between success and failure in today's fast changing business environment.

What is the culture of the organization you are considering? High energy and intense? Laid back? Does the company have well communicated values that are in line with yours? Is the company a large corporation? Does it have an entrepreneurial flair? Is it a non-profit with a cause you believe in? Is the company privately owned or public? Is it a government contractor or agency? What 7 words would you use to describe the company? What is really important? Who gets promoted? What behaviors get rewarded?

Do you really fit?

Personality – Do you prefer to spend time with others or by yourself? Do you prefer making decisions after gathering lots of information and facts, or do you prefer to rely on your own internal processes and evaluations? Having answered the questions above, does this match with the role you are considering?

Interests – What do you like to do? Do you have genuine interest in the position, role or organization you are considering?

Role – What are you going to get out of this role or what will you need to put into it? Will you get advanced or new training and education? Do you like the people you would be working with? Have you had an opportunity to meet the people you would be working with?

Know You're Worth – Check out the web for salary information and your worth in the market. Be realistic. Explore Options. Take time to: research, investigate, and evaluate. Research the market ahead of time. Know what the salary ranges are for this position and industry. This can help bolster your request for a better offer -- or let you know when to say yes. Look at job websites that are advertising positions similar to yours and see what salary and benefits they are offering. Talk with others in the industry and ask them to help you find comparables. Some web research sites to consider:

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www.salary.com Comprehensive compensation reports in just two clicks. Be

sure to use the specific city or zip code or salary information

incorrect.

www.acinet.org Pay data, career advice, and job market outlook

<u>www.futurestep.com</u> The salary report is worth the hour it takes to fill out the form

www.rileyguide.com Information on government, private sector, and total

compensation

www.payscale.com Provides a range, a ranking and a rating of how you compare to

your peers.

www.jobstar.org Although tailored to the California market, it has 300+ jobs

<u>www.wageweb.com</u> Requires payment for detailed information

<u>www.careerjournal.com</u> Salary data is limited, but career advice is great

You might want to take a look at a few books, too:

Moving Up: How to Get High Salaried Jobs by Eli Djiddah

American Salaries & Wages Annual Survey by Gale Research, Inc.

Negotiating Your Salary: How to Make \$ 1000.00 a Minute by Jack Chapman

Is That Your Best Offer? Webfeet Press

Get Paid What You Are Worth: Pinkley and Northcroft

3.6.2 Negotiation

Once you have decided what role you want to accept and organization you want to join, you will need to take steps to ensure an effective negotiation. Remember not to be star struck by the excitement of the offer. Give yourself time to think it over – at the very minimum, one day.

Be ready to negotiate when you can give the employer your decision, how long do you have to get back to them? Make sure you have considered all of the other factors **before** you begin negotiating the job you have decided on. (See Decision Making if you have not already done so.)

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Your decision to join a company should not be solely based on the best salary. Think about what is most important to you long before the actual negotiating begins. (For example, is a few thousand more dollars more important than time off or a later start date?)

Think broadly about compensation. Salary is one element in the total package. Other critical elements include job design, promotional opportunities, health care, assistance for a spouse who needs to find another job, etc. Make a list of your needs and their priority to you. We have provided a list of Compensation items to consider in *Appendix A.10 Salary Negotiation Items to Consider*.

Approach: The person you negotiate with will most probably be the person you work for. So when you go to negotiate, make your discussion into a problem-solving session during which you focus on mutual gain.

Know who you are negotiating with. Is this person experienced at hiring? Do they have the authority to raise your salary above a certain level? See if you can find out the salary range for this job so you will know if you are at this level and be better positioned at the time you need to make a decision. Your negotiating strategy will depend on your counterpart.

It is at the point of offer that you need to state if you need time off for previously planned vacation or family plans if that will be beyond the normal limits. It is not the time to do that after you have accepted.

Try to negotiate in person rather than over the telephone. Employers find it harder to turn down a request in person, and you are better able to read their body language (and they yours!) when you negotiate face to face.

We have included some sample scripts for your negotiation discussions in *Appendix A.10 Salary Negotiation Items to Consider*.

Take your time while negotiating: You do not have to give an answer to a job offer immediately, and should take time to craft your negotiating strategy. Once an offer is made, determine the time frame for your response. Call any other companies that you are truly interested in to accelerate the interview/offer process.

Support your requests with reasons that match the employer's needs. An employer is more likely to increase an offer if you can show them how you will increase their bottom line performance, or if you support your request with market data, than if you just tell them you need more.

Always negotiate for a win-win.

Get your offer in writing, especially when it contains variances with other company policies. Writing it down helps avoid good faith misunderstandings. More importantly, it helps ensure against the many things that can happen between the date you agree on terms and the time an anticipated benefit is supposed to arrive.

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It is important to determine what you want from the offer, but it is also important to know the minimum you will take from an offer. What are your non-negotiables? What are the "Gotta Haves" and what are the "Nice to Haves?"

Too many candidates make the mistake of becoming too laid back after they've received an offer. Remember, the person you are negotiating with may be your supervisor or at the very least your colleague.

There comes a point in every negotiation when you have achieved everything that you could have reasonably expected to achieve. At that point, you should thank the person you are dealing with and accept the offer and stop negotiating.

Don't assume the negotiation is over if you say no. Leave a window of opportunity (for example, by saying "I just can't accept an offer at that level") not only gives the employer an opportunity to come back with something better, it also helps you avoid painting yourself into a corner.

Acceptance: Acceptance letters are extremely important in restating your understanding of the offer. You will want to do this only if you do not have an offer of employment in writing or there were other factors that you feel were vague or were not in writing. Should you have a need to write an acceptance letter, be sure to include your starting Salary, Starting date and time, and any perks, signing bonuses, etc. that were negotiated.

Declining: Declining an offer should be done in writing and as soon as you accept another position. This is an important step because you may need this contact later on, so never burn your bridges. Refer to *Appendix A.11Sample Letter Rejecting an Offer* for a sample letter.

3.7 Routine

3.7.1 Daily Activities

Set a daily schedule and stick with it. Get up at the same time every day and follow your morning routine. It will help you pull yourself together and be prepared to face the day and job hunting.

Develop a system for keeping track of job contacts with whom you talk. Include such information as name, title, company, phone number, address, e-mail address, and type of position they are in. Also, include the date you talked with them. Use whatever tracking system works best for you. Whether you use a notebook with business cards taped inside, a spreadsheet, a three-ring binder containing all the information, or other means does not matter. Just keep track! A sample has been provided in *Appendix A.16*, *Job Productivity Chart*.

Set realistic weekly goals for yourself and stick to them. For example, "My goal is to make three cold calls for the week and submit five resumes." (Or, "My goal is to make 15 calls and submit one resume," etc.) Once you have achieved your goals, reward yourself. For example,

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you might take an afternoon to go hiking, allow yourself to not worry about finding a job for an hour, and borrow a video you have been dying to see from a friend, or play a video game for an hour.

A Sample Weekly Plan might include:

- Pray daily
- Respond to job ads (ten or more)
- ❖ Do an informational interview
- ❖ Send resumes to five companies based on articles you have read
- ❖ Discuss job leads with two contacts, send follow-up resume
- ❖ Select three companies through library/online research and send letter
- Set specific deadlines, arbitrary ones just do not work!

Ask for an accountability partner. If you have someone in the career-networking group to check in with about your progress, you are more likely to achieve the goals you set.

Get out of the house. To keep your sanity, do not look at the walls all day long.

If you're not working, volunteer. Volunteering is a great way to network. Pick a charity, church, or something you can throw your support behind. When you volunteer, you are serving other people, helping the community, and it makes you feel useful again. Volunteering is also a good way to meet new people who could be or have potential connections.

Watch your diet, get enough sleep, and try to exercise (even walking is healthy). These are ways to keep your stress levels down and your energy up.

3.7.2 Unemployed?

If you are not currently working, apply for unemployment; there is no shame in it. You and your company paid the money into the fund for this exact reason - so that if you became unemployed, you could use it. Even if you think you are not eligible, apply anyway; you may be surprised. Note that unemployment benefits are not retroactive. Some metro area unemployment sites on the Internet are:

- Virginia: www.vec.state.va.us
- ❖ Maryland: www.dllr.state.md.us/employment/unemployment.html
- ❖ Washington, DC: does.dc.gov/main.shtm
- ❖ Albuquerque, NM: www.uiclaims.state.nm.us
- ❖ Atlanta, GA: http://www.dol.state.ga.us/js/unemployment_benefits_individuals.htm

Every shock or disappointment in life will produce some level of grieving. This includes unemployment. Grief is a process we then go through while trying to adjust to our loss. There are four stages to the grief process:

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- ❖ Denial, we will often bargain with God
- ❖ Anger, we lash out at God
- ❖ Depression, we deal with self pity, isolation, and false guilt, and
- ❖ Quiet Acceptance, where real healing takes place

How long it takes a person to go from step one to step four is contingent on:

- ❖ How unexpected the event was
- ❖ The nature of the loss, and
- ❖ How faithfully we apply solid principles of healing

There are four sources of hope:

- ❖ The certainty of Heaven (*Rev. 21:1, John 14:6*)
- ❖ That God knows our feelings (*Hebrews 4:15-16*, *Isaiah 53:3*)
- ❖ God's promise of a good future (*Romans 8:28, Jeremiah 29:11, and John 2:25*)
- ❖ The security of Gods' sovereignty (*Isaiah 55:8*, 42:6)

4.0 Resources

Potential resources are detailed in *Appendix A.12 Books*, a list of career focus and strategy books. You can also refer to your churches website for links to other helpful sites.

5.0 Glorify Him

For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's. 1 Corinthians 6:20

As you go through your journey, God will be taking you many places that you would never have chosen to go, and teaching you things that you would never have learned on your own. While some of the travels and lessons have been, or will be tough, we must always remember that He is in charge. As the ultimate "good father" He wants, and will do, only the best for us. He has demonstrated that by giving His only begotten Son for us, so that we might have life everlasting. Therefore, give Him the praise, honor, and glory that are due Him.

Praise ye the LORD. Praise God in his sanctuary: praise him in the firmament of his power. Praise him for his mighty acts: praise him according to his excellent greatness. Praise him with the sound of the trumpet: praise him with the psaltery and harp. Praise him with the timbrel and dance: praise him with stringed instruments and organs. Praise him upon the loud cymbals: praise him upon the high sounding cymbals. Psalms150:1-5 (KJV)

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REFERENCES

Contents for this guidebook have come from a variety of sources. Following is a partial list:

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- Vistaprint.com
- ❖ Job Shop, Inc.
- ❖ Christians are Networking Workbook Version 1.0
- Career Service, University of London
- Seven Minutes with God, Robert D. Foster. Navpress
- ❖ Career and Employment Services, The University of Kansas
- * Rosemary Achelpohl, LHH
- ❖ Career Services and Placement, Indiana University Southeast
- * RileyGuide.com
- * www.resiliencycenter.com
- www.distinctiveweb.com
- * www.technical-resumes.com
- www.evangelicaloutreach.org/pray.htm
- www.writing.englishclub.com/re/center_9.html
- www.susanireland.com/coverlettersamples0.htm#1
- http://www.womenforhire.com/advice/resume_and_cover_letter_templates
- ❖ www.vault.com

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Appendix

A.1 Skills List

Each individual has unique experiences, skills and strengths. These skills increase our capacity to successfully execute different tasks and responsibilities. From the list of traits below, select 7 skills that are the best descriptors of YOU.

Teaching Managing conflict Analyzing **Team Building Developing Policy** Listening **Assessing Performance** Surveying Interviewing Relating to Clients Training Conceptualizing Motivating Designing Selling Helping others Reviewing Managing Sales **Serving Customers** Administering Marketing Responding promptly Setting priorities Managing Sales **Handling Complains** Restructuring **Analyzing Markets** Setting standards Developing work plans **Client Relations** Measuring Assigning Editing Gathering Data Categorizing Facilitating Computing Taking inventory Correcting Assessing quality Coaching Following Up Research Corresponding Reporting Drawing Auditing Advertising Pricing Writing Budgeting Promoting **Public Speaking** Controlling Negotiating Counseling Cost accounting Financial analysis Fund raising Mediating Managing finance

#	Strengths and Skills
1	
2	
3	
4	
5	
6	
7	

A.2 Spiritual Gifts Survey

For each of the following statements, check which 3 2 1 0 box describes you best: much, some, little or not at Much Some Little Not at all all.

- 1. You can easily delegate job responsibilities to others.
- 2. You enjoy designing brochures and illustrating text.
- 3. You wish to protect others spiritually.
- 4. You enjoy introducing people to Jesus Christ so that they understand what a personal relationship with Jesus Christ is.
- 5. You enjoy encouraging people when they are discouraged.
- 6. You find it easy to make money and you enjoy giving it to the Church and other Christian projects.
- 7. You like helping people do things as long as you can stay behind the scenes.
- 8. You like to provide food and/or housing for people when they are in need.
- 9. You like to pray often for other people.
- 10. When you read the Bible, you see new truths and you want to explain them to others in everyday language.
- 11. You enjoy getting others to accomplish their goals.
- 12. You enjoy reaching out to the down-and-outers.
- 13. You like music and enjoy playing an instrument or singing praises to God.
- 14. You like doing the little routine things around the church that no one else ever gets to.
- 15. You like helping other people learn new things about the Bible.
- 16. You like to organize time, talent, and people for accomplishing projects.
- 17. You like working in gardens and flowerbeds.

For each of the following statements, check which 3 2 1 0 box describes you best: much, some, little or not at Much Some Little Not at all all.

- 18. You feel called to a commitment to helping others grow spiritually.
- 19. You enjoy telling others how you began your relationship with Jesus Christ, and how they too can have a personal relationship with Christ.
- 20. You like helping people resolve problems they are having in their lives.
- 21. You give a lot of time, talent, or money to the church because you are thankful for what God has done for you.
- 22. You enjoy doing office work such as typing, filing, and answering the phones.
- 23. You enjoy having people stay with you in your home and sharing your things (cars, equipment, etc.) with them.
- 24. You have faith that your prayers are heard by God and that He acts on them.
- 25. You enjoy discovering new facts and principles that help others in their spiritual growth.
- 26. You enjoy knowing that people feel good about following your example and leadership.
- 27. You like calling on people when they are sick, or in jail, or just can't get out of the house.
- 28. You enjoy taking part in a church, school or a community musical program.
- 29. You enjoy doing simple little fix-it jobs around the church.
- 30. You enjoy teaching Biblical stories and helping other people understand them better.
- 31. You enjoy programs, which help other Christians.
- 32. You enjoy working with your hands.

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For each of the following statements, check which 3 2 1 0 box describes you best: much, some, little or not at all all.

- 33. You feel compelled to spiritually feed people with Scripture.
- 34. You enjoy telling a stranger about Jesus Christ and how he has changed your life.
- 35. You enjoy encouraging people who are discouraged, suffering from shame, or addicted.
- 36. You enjoy helping when confronted with financial needs.
- 37. You really enjoy being of service to someone who needs some practical help.
- 38. You like making people feel at ease when they come to church.
- 39. You really enjoy prayer.
- 40. You can help people make sense out of the Bible and help them learn how to use their new insights.
- 41. You enjoy motivating others to make positive decisions to complete projects.
- 42. You enjoy visiting retirement homes and places where people are sick or disadvantaged.
- 43. You enjoy giving other people enjoyment by doing something special musically.
- 44. You really enjoy helping when people ask for help.
- 45. You enjoy teaching children or adults about God's love.

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Summary of Results

Value of Answers			Total	Gift
1	16	31		Administration
2	17	32		Artistic
3	18	33		Pastor
4	19	34		Evangelism
5	20	35		Encouragement
6	21	36		Giving
7	22	37		Helps
8	23	38		Hospitality
9	24	39		Prayer
10	25	40		Knowledge
11	26	41		Leadership
12	27	42		Mercy
13	28	43		Music
14	29	44		Serving
15	30	45		Teaching

List Your Three Highest Gifts:

- 1.
- 2.
- **3.**

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Administration: The ability to be a leader for the church, in directing and planning for its life and order. This person has the ability to help the church set goals and direction. An example is in Acts 15.

Art/Graphic Artist: The artist has a good sense of what will look good on paper, banners and in special places like gardens. An example is in Exodus 31:3-11.

Pastor: A person with this gift has the special ability to love, encourage, feed, and guide a group of Christians. This gift is also known as Shepherding. An example is in Ephesians 4:11-12.

Evangelism: The person with this gift has the unique ability to share their faith with non-Christians. They also have the ability to help other Christians learn how to share their faith. An example is Peter in Acts 2:14-29 or Phillip in Acts 8:4-13;26-40.

Encouragement: This person has a unique ability to encourage, comfort, and challenge others to action/excellence. An example is Act 9:26-30.

Giving: This is the ability to use material wealth or time and talents to help others. It is always done with unselfish motives. An example of this is in 2 Corinthians 8:1-7.

Helps: To help someone in need by lending a hand. An example of this is Romans 16:1-4.

Hospitality: This is the ability to open your home and make people feel comfortable there. This is also noted by the ability to make newcomers to the church feel welcome. An example is in Acts 15:16.

Prayer: This gift is the unique ability to pray for others and see results. When this person prays, God answers. An example of this is Colossians 4:12, James 5:13-15.

Knowledge: This is the ability to discover truths which one has gained in studying the Bible. An example of this is 1 Corinthians 12:8.

Leadership: This person is able to lead others in doing God's ministry. This person also has a concern or the ones they lead. An example is Acts 13:1-3 and Acts 15.

Mercy: The ability to express deep concern and loving compassion toward people who have been discouraged and mistreated, or for those that are down and out. An example is Acts 9:36 or Romans 11:31-32, 15:1.

Music: This is the unique ability for one to use their voice or an instrument to bring praise to God or to encourage the church. An example is 1 Chronicles 16:41-42.

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Serving: This is the ability to meet the physical or practical needs of people or the church. In addition, there can be a special ability to know how something needs fixing and the knowledge and desire to fix it with ease. See Acts 6:1-6 and 2 Chronicles 34:9-13.

Teaching: This person who is to teach the Bible to the Christians and they are to train and encouraged and protect people in the church. An example of this is John 21:15-17 or 1 Timothy 4:6,11,5:17.

Apostle: In the strict sense there are no apostles today, but in the general sense this is one who takes a message of God to a new place. They are God's messengers. An example of this is 2 Peter 1:16-21, 3:1,2,16.

Prophet: A Prophet is one who stands and speaks for God. An example of this is Acts 11:27-30, 21:7-12. All Christians are called to be prophets, people who stand and speak for God.

Faith: Is the ability to see what isn't, believe what will be, and trust God will do it. The gift of vision. An example of this is Acts 16:9,10, 18:9-11, 27:21-16.

Tongues: The spirit given ability to speak in unknown foreign languages, speaking praises to God as a sign to unbelievers. Look at 2 Corinthians 14. There is to be the gift of interpretation at work when tongues are being used. Which means someone will understand what has been said. An example is Acts 2:3-13, 19:1-7.

Healing: This is the ability to make a person well physically, emotionally, or spiritually. An example is Acts 3:2-10, 5:12-16, 14:8-10.

Miracles: Doing natural acts in a supernatural way. An example is Acts 8:6-13,9:36-43,13:6-12.

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A.3 Personal Traits

Each individual has their own personal traits. These traits (or characteristics) make us distinctive and increase our capacity to successfully execute different tasks and responsibilities. From the list of traits below, select 7 traits that are the best descriptors of YOU and record them in the Personal trait table that follows the list.

Accuracy	Dedicated	Inquisitive	Productive
Adventurous		•	
	Dependable	Inspired	Rational
Aggressive	Efficient	Intelligent	Realistic
Artistic	Emotional	Intellectual	Reliable
Assertive	Empathetic	Intuitive	Resourceful
Bold	Energetic	Inventive	Responsible
Caring	Entertaining	Kind	Responsive
Challenging	Enthusiastic	Leader	Self-assured
Civic-minded	Expressive	Levelheaded	Self-controlled
Committed	Flexible	Loyal	Self-starter
Communicate well	Good attitude	Original	Sense of humor
Compassionate	Hard worker	People-oriented	Sensitive
Confident	High standards	Perfectionist	Sociable
Courageous	Imaginative	Personable	Socially responsible
Creative	Independent	Persuasive	Spontaneous
Credible	Influential	Physically fit	Stable
Curious	In no doubt	Practical	Tolerant
Daring	Innovative	Probing	Trustworthy
			Winning
			-
others:			

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#	Personal trait
1	
2	
3	
4	
5	
6	
7	

From these 7 traits, select your 3 most prevalent traits.

- 1.
- 2.
- 3.

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Putting It All Together.....

#	Skills/Strengths	Traits	Spiritual Gifts	Jobs I Could Do	Jobs I Won't Do
1.					
2.					
3.					
4.					
5.					
6.					
7.					

A.4 Sample Resumes

The following sample resumes and information have been obtained from the following website: http://www.womenforhire.com/advice/resume_and_cover_letter_templates

A.4.1 Functional Resume Template

Your First and Last Name

Street Address, City, State ZIP Telephone Number – Email Address

CAREER OBJECTIVE

Clearly and concisely explain what you offer and what you seek. Focus on specific industries or lines of business but avoid listing job titles.

"Organized, enthusiastic quick study with great ability to multitask and problem-solve seeks an opportunity in sales and customer service."

PROFESSIONAL SKILLS

This section should support why you would be ideal for the objective. In bulleted form, emphasize your strengths such as key skills, capabilities, community service, and personality traits. If you are looking for a career in a field that you do not have specific qualifications in, highlight some transferable and marketable skills that you do have.

- EXCEPTIONAL CUSTOMER SERVICE: Strong communication skills to understand customer needs and provide exceptional results. Track record of successfully dealing with difficult personalities to resolve dissatisfaction.
- HIGHLY RESPONSIBLE AND ETHICAL: Experienced in handling large amounts of cash, making bank deposits and maintaining records of transactions.
- ADAPTABLE TO NEW TECHNOLOGY: Proficient in Microsoft Office, including Word, Excel, and PowerPoint, and able to operate all major office equipment.
- INDEPENDENT AND TEAM PLAYER: Enjoy collaborating with colleagues, clients, and customers, as well as completing tasks independently. Eager to motivate and inspire others to deliver their best.
- ORGANIZED AND MOTIVATED: Skilled in maintaining order amidst chaos and ever-changing challenges. Able to seamlessly multi-task long and short-term priorities to generate desired results.

PROFESSIONAL (AND/OR VOLUNTEER) EXPERIENCE

In this section, you will list your employment and/or volunteer history. You may opt to leave off the dates if the experience took place more than 10 years ago. If you're not sure of the exact months, you can include years only.

• Date (Month/Year to Month/Year), Job Title, Company, and Location (City, State)

EDUCATION

If you've taken any recent continuing education programs, include those first. Then list additional degrees or coursework. Your date of graduation is optional. Include any special honors you received.

- Recent coursework and continuing education programs you have attended
- Degree, Major, Date of graduation (optional), College or University, City, State
 ACTIVITIES AND INTERESTS

In this last section, you'll tout any activities or interests that show how well rounded you are. If you speak multiple languages, include that information here. This section is optional, but encouraged.

- Language skills: Conversant in Spanish
- Hobbies: Yoga, tennis, and Scrabble

A.4.2 Chronological Resume Template

Job Seeker's First and Last Name

Street Address - City, State ZIP Telephone Number - Email Address

PROFESSIONAL SUMMARY AND OBJECTIVE

Your professional summary is your persuasive sales pitch that introduces you to potential employers and allows them to place you in context based on their hiring needs. Compose three to five sentences touting your key capabilities and unique experience, with an emphasis on results. This section focuses on a combination of hard and soft skills. Tie your qualifications to the type of position you're seeking.

EXPERIENCE

Most Recent Job Title City, State Employer (Month/Year to Month/Year)

Provide a brief overview of your successes relating to the position's main responsibilities, including an explanation of the organization if it's not well known.

- Outline your most impressive accomplishments using bullet points. Focus on the results of your actions, not just your responsibilities. Include industry buzzwords and tangible numbers to support your experience. The eye is drawn to figures, especially on a sales resume.
- Focus on leadership roles and demonstrate how you've found solutions to challenges.
- Start every bullet with an impressive action word, and vary words throughout your resume. Avoid fancy fonts.

Previous Job Title City, State Employer (Month/Year to Month/Year)

- Keep position summaries short and relevant. A potential employer is scanning your resume to see if you merit an interview—clear and concise is ideal.
- Don't try to include your whole life story. Outline your most important and impressive accomplishments, not a complete menu of every task you've ever performed.
- As a general rule, the amount of information—both summaries and bullets—beneath each position should decrease as you move toward older assignments.

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Earlier Job Title City, State Employer (Month/Year to Month/Year)

• Earlier jobs require minimal information, though they are important to demonstrate career advancement.

EDUCATION

MBA, University (Most recent degree goes on top)
BA, College, 2002 (Date is optional, but usually included especially if it's recent)

- GPA only if it is above 3.5, Honors Received (e.g. magna cum laude or Dean's List)
- Leadership roles and impressive recognition

SKILLS/QUALIFICATIONS

- This section is used to enhance your summary and experience while highlighting specific qualifications that are either required for a particular job or are unique about you.
- You can expand this section when posting your resume online to increase the number of keywords related to your field.

MEMBERSHIPS/AFFILIATIONS

 Professional memberships and volunteer work show your commitment to your industry and community. Mention leadership positions and briefly note relevant achievements.

Pointers for Perfection

Don't use funky pet names or inappropriate terms in the email address on your resume, such as bigbootybeauty@womenforhire.com or lilprincess@womenforhire.com. Instead, opt for a more professional address, such as firstinitial.lastname@womenforhire.com. Gmail.com offers a free email service that's great for professionals.

Avoid generic or vague phrases such as "looking for a position at a well-known company with room for growth." Use the space to tout specific goals and accomplishments, and to tout your desire to work in a specific field.

Don't rely on spell-check to proof your resume. While it is a great tool, it will not pick up mistakes such as "and" when you meant "an," which is a very common resume error.

Tailor your resume for each position by tweaking your most relevant responsibilities and accomplishments based on the needs of the opening you're seeking to fill.

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Don't use your marketing-focused resume for an IT position. Have multiple versions if you're pursuing several different options.

Skip marbled, fancy paper. Plain white is still the best option.

Try to limit your resume to one page. Professionals with 10 years or more experience may expand to two pages. Beyond that, seek a second opinion to determine if your expertise justifies any more space. Women For Hire offers a resume writing and critiquing service. Learn more HERE.

Ask friends and colleagues to thoroughly review your resume. They should easily be able to tell you what position you are looking for and a few of your most impressive qualifications. It may seem obvious to you, but are your goals clear to others?

A.4.3 The Top-to-Bottom Resume Guide for Chronological Resumes

There are countless resume styles and designs, but our experience shows that a simple, straightforward resume works every time. Perfection is the name of the game, so be sure to follow these step-by-step guidelines:

Objective or Professional Summary

One of the problems with some resumes is the absence of a clear objective. Way too many otherwise smart people plug in the old stand-by: "Seeking a position with a multi-faceted company that will put my talents to good use while enhancing my skills." Huh? That's a bunch of nonsense that does not impress recruiters. Use this valuable space to convey your key capabilities and how you're ideally looking to apply them.

Narrow it down

The recruiter wants an idea of what you want to do; be specific and indicate what you're seeking. Don't be scared of being pigeonholed into a dead-end job. You can target the industry, the specific job title, or both.

Bad Example: "A position in a corporation solving complex tasks."

Good Example: "A position in accounting."

Great Example: "A position in accounting focusing on internal audit."

A Very Specific Example: "A position in accounting focusing on internal audit in the entertainment industry."

Bad Example: "A position in a non-profit that helps children."

Good Example: "A marketing role in a child-focused non-profit organization."

Great Example: "A strategic marketing role in a child welfare agency."

A Very Specific Example: "A strategic marketing role in a government-funded child welfare agency."

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Don't be obvious

If you're applying for an advertised position, don't make it obvious that you changed your objective just for that job. Don't include company names of the exact job title.

Wrong Objective: "A position as Master of Creativity at CompuMedia Design."

Right Objective: "A position as website designer in a media design firm."

Why bother at all?

The main point to an objective is to show your future employer that you know where your career is headed (at least for now). Recruiters will rarely help a wishy-washy candidate make career decisions at an interview. Furthermore, if your experience or educations aren't ideal matches for the position, an objective can help reassure the recruiter you did indeed mean to apply for that job.

Changing objectives

It is okay - in fact, encouraged - to have different objectives and even different resumes depending on the job for which you are applying. It's very common - even expected and encouraged - to promote different skills to different companies depending on the positions for which you're applying. That's how smart people operate. Remember, this is a sales pitch and you want to offer the right product to each potential buyer.

An alternative to specifying an objective is to provide a summary of your professional accomplishments. This is especially effective if you have depth of knowledge in one or two key skills within an industry. It's also a good format to provide when networking. However, you don't want to be limited by a too narrowly focused objective statement.

Education

This section is at the top of your resume if you're a student or recent graduate. If you have more than a year of work experience since graduating, move your education to the end of your resume. List your most recent degree(s) first. Leave off the date of graduation if you have concerns about revealing your age. List honors, exceptional course work, majors, and minors - anything that demonstrates your acquired knowledge. If you are in college or have earned a degree, eliminate references to high school. List the dates and relevant coursework if you have attended college, but have not graduated.

Experience

You don't have to list every single responsibility you've ever had. Emphasize the most recent and most relevant. Describe your responsibilities with action verbs. For instance, rather than saying you were "responsible for in-store promotions," tell employers that you "planned, executed, and managed in-store promotions." Always keep it to the point. Pare it down by asking yourself, "Will this statement help me get the job?" If the answer is "no," ditch it. And use the present tense for your current job, past tense for all previous employment.

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Turn responsibilities into accomplishments

Too often resumes read like a rehash of a job description instead of a celebration of successes. Include the results that you achieved, not just the work you handled. "Pitched media stories generating 100 news articles per month" is much better than "Wrote and distributed press releases."

Be direct and concise. "Supervised staff of five" is better than "was responsible for supervision of five staff members."

Demonstrate how you have found solutions to organizational challenges. Think of your accomplishments in terms of the problem faced, the action you took and the results you achieved. Recruiters like to see the progression from Problem to Action to Results.

Quantify whenever possible. "Increased sales by 12 percent," "Generated 1 million dollars of new business," or "Repeatedly exceeded monthly quotas." Numbers are impressive, but be sure your references will confirm the figures if asked.

Research job listings to see what skills are asked for. Match your vocabulary to the employers'. Use buzzwords specific to an industry. This is especially important when resumes are submitted online as many recruiters search resumes by keyword. If your resume mentions "Internship at ABC, freelance production work for HBO and various commercials for key cable clients" but never mentions simple words like "television" or "broadcasting," your resume may never appear in an online search performed by a busy TV station's HR manager.

In temp situations, list the name of the company where you worked, not the temp agency, although be sure to specify that your position was in fact a temporary assignment. One note of caution: when completing employment applications, include the name of the temp agency as well. Do not imply that you were on staff directly at the company.

Keywords include industries, companies, products, software programs that prove how qualified you are for a particular position. You must let employers know you possess the right stuff, which often includes very specific, name-brand knowledge or qualifications such as SQL, JAVA, or Series 7.

Tailor each resume to the particular job you're after by including keywords directly from the job description. This gives you a better chance of being an ideal match.

Use brand names wherever possible. Perhaps you worked for a small, relatively unknown public relations agency, but worked on major accounts. List the big clients or products you were involved with.

Give a one-sentence description of any company or organization where you have worked, unless they were major corporations. Do not assume that anyone knows what Purple People, Inc. actually is.

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Extra activities and associations are especially key to the resumes of career changers. If you are switching into IT sales after 10 years in pharmaceutical sales, you'll need to demonstrate your seriousness about the IT industry. Listing an IT industry association affiliation or adult education certification in that field proves you are serious about the change. Remember to include any activities or honors that show your affiliation with your industry.

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A.5 Sample Cover Letters

Your Name
Your Street Address, Apartment #
Your City, State Zip
Your Email Address
Your (h) Phone Number Your (f) Fax Number

Contact's Name
Contact's Title
Contact's Department
Company Name
Company Street Address, Suite #
Company City, State Zip

Dear Ms./Mr. Contact,

The first paragraph tells why you're contacting the person, either mentions your connection with that person or tells where you read about the job. It also states quickly who you are. Next it wows them with your sincere, researched knowledge of their company. The goal: demonstrating that you are a worthy applicant, and enticing them to read further.

The second and third paragraph tell more about yourself, particularly why you're an ideal match for the job by summarizing why you're what they're looking for. You may also clarify anything unclear on your resume.

The last paragraph is your goodbye; you thank the reader for his or her time. Include that you look forward to their reply or give them a time when you'll be getting in contact by phone.

Sincerely.	
Sign here.	
(found on:Vault.com)	

[date]

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NAME
ADDRESS
ADDRESS
CITY, STATE
PHONE NUMBER
EMAIL ADDRESS

[to]			
Dear []:			
I am forwarding a copy your advertisement for a	•	•	sideration in response to

In your ad, you were looking for someone who has 5 plus years' paralegal experience in a corporate legal dept., good oral and written communication skills, good research skills, strong organizational skills, and the ability to interface well with co-workers.

During my 12 years as a Paralegal, I have worked in corporate legal departments and law firms and acquired excellent skills to assist attorneys and others with a variety of legal matters. I have excellent oral and written communication skills and am very skilled at extracting and digesting pertinent information for use in preparing documents for attorney review, all of which meets or exceeds the qualifications in your ad. I am a team player who is very familiar with working in law firms who appreciate creative, can-do individuals, which I truly am.

I am a very conscientious worker with outstanding organizational and follow-through skills and the ability to work independently as well as part of a team. I am self-motivated, display good judgment and am able to effectively handle the unexpected. My skills and experience will be a very positive benefit to your company.

If you have any questions, please feel free to contact me. I look forward to hearing from you soon to discuss my background and qualifications in more detail. Thank you for your consideration.

Sincerely,

September 18, 2001	
Mr. XXXXXX	
Title	
Company	
Address	
City, ST nnnnn-nnnn	
	in the Washington Post. You will note in se skills required and more. To directly respond any qualifications to parallel your stated
requirements:	ay quantitations to parametry out sumou
Requirements	My Qualifications:
1.	1.
2.	2.
3.	3.
4.	4.
As requested, my salary history is within the Considering the position and skills required, options for compensation is appropriate.	e scope related to my previous experience. I believe a salary in the mid 50's and variable
	rill contact you in follow up to this submission o contact before then, my phone number is xxx-you soon. Thank you for your time and
Sincerely,	
Enclosure	

A.6 Informational Interview Sample Questions

Below are sample questions you can ask on your information interview:

- What is a typical day like here? What do you actually do?
- What are the most interesting aspects of your job?
- What do you especially enjoy about your work?
- What are some of the difficulties and frustrations of your work?
- What are the characteristics of successful people in your organization?
- What are some of the important factors that have contributed to your success?
- What were the jobs that you had which led to this one?
- What skills are most important to be competent in this field?
- What degrees and/or training are necessary for this kind of work?
- What types of training do companies give to persons entering this field?
- What courses or field experiences would be beneficial to prepare for this field?
- Is there a present demand for people in this field? In the next two to three years?
- How stable is the job market in this field? Is government funding a major factor?
- Do you see new types of positions developing?
- How mobile and flexible can one be in this occupation? Location? Hours?
- What are the salary ranges for various levels in this field?
- Do you have information on job specifications and descriptions that I may have?
- What sources of literature would you recommend to learn more about this profession?
- What professional organizations would you recommend? Should I join them now?
- Are you doing what you thought you would be when you started?
- Any hidden time bombs impacting this company or industry? (patent running out, competitor coming up with newer version of software, etc.)
- What are the biggest challenges that this company faces now and in the future?
- Are there other individuals who might talk with me and provide further information? May I use your name?

A.7 Sample Questions Employers May Ask During an Interview

Employers may ask you the following:

- Tell me about yourself. (This often is the first question/"stress interview".)
- Do you consider yourself a leader or a follower?
- Describe your perfect job.
- Why do you want to work for us?
- What are your long-range and short-range goals and objectives, when and why did you establish these goals, and how are you preparing yourself to achieve them?
- What goals, other than those related to your occupation, have you established for yourself for the next ten years?
- What do you see yourself doing five years from now?
- What do you really want to do in life?
- What are the most important rewards you expect in your career?
- What do you expect to be earning in five years?
- Why did you choose the career for which you are preparing?
- Which is more important to you—the money or the type of job? Why? What motivates you?
- What do you consider to be your greatest strengths and weaknesses? Give examples.
- How would you describe yourself?
- How do you think a friend or professor who knows you well would describe you?
- What motivates you to put forth your greatest effort?
- How has your education/experience prepared you for a career in _____?
- Why should I hire you?
- What qualifications do you have that make you think that you will be successful in _____ (your field)?
- How do you determine or evaluate success?
- What do you think it takes to be successful in an organization like ours?
- In what ways do you think you can make a contribution to our organization?
- What qualities should a successful _____ (manager, teacher, etc.) possess?
- Describe the relationship that should exist between a supervisor and those reporting to him or her.
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe your most rewarding professional experience.
- If you were hiring someone for this position, what qualities would you look for?
- Why did you select this company?

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- What led you to choose your field?
- What areas of your previous position did you like best? Why?
- What areas of your previous position did you like least? Why?
- If you could do so, how would you plan your career differently? Why?
- What changes would you make in your present company? Why?
- Do you have plans for continued study? An advanced degree?
- What have you learned from participation in volunteer activities?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- In what part-time or full-time jobs have you been most interested? Why?
- How would you describe the ideal job for you?
- Why did you decide to seek this position?
- What do you know about our company?
- How do you think a friend or professor or co-worker who knows you well would describe you?
- What was your most favorite boss and least favorite boss and why? (It shows what management style works best for you and least)
- What two or three things are most important to you in your job?

Sample Questions You May Want to Ask During an Interview

Potential employees want to know you are interested in them and expect you to ask them some questions. Here are some to consider:

- What are the daily activities and responsibilities of the job? What are the most important responsibilities? What are the least important?
- What is the title and background of the immediate supervisor?
- How would you describe the organizational culture?
- What are the plans/projections for growth?
- What is the reputation of this department in the firm?
- How will my work be evaluated?
- What career paths are available for me?
- What are the opportunities for advancement?
- Who would I be reporting to or working with?
- What are the biggest organizational challenges for this company and industry?
- What is the leadership style and value system of the top two executives? (Value systems run down from the top usually)

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- How many people have held this position in the last 3 years and why did they leave? (That tells you if it is a difficult boss, how promotable the spot is, or if the company has some issues).
- May I see a company organization chart?

Behavioral Interview - Sample Questions

- Describe a time when you had to motivate a person who was experiencing difficulty in their work environment. What action did you take.
- Tell me about a time you provided excellent customer service. What did you do?
- Give an example of when you had to communicate an unpopular decision. How did you handle it?
- Tell me about the most stressful day you had in the last six months and how you dealt with it. What made it stressful for you?
- Think about a time you arrived at work expecting to do certain projects but instead were given new projects and had to drop everything to work on them. What steps did you follow to organize and prioritize?
- Describe a time when you addressed a difficult situation with a co-worker. What was the outcome?
- Give an example of a time you were not satisfied with a procedure, policy or process. What did you do? What was the outcome? Tell me about a time you were proud of your decision-making skills. Pick a technical problem you had to solve, give the details involved in it, and tell me about what you did to create the solution to that problem.
- Give an example from your current job that would reflect on your ability to deal with pressure.
- Describe a situation in your job that has successfully tapped into your creative skills. Be specific.

Frequently Asked Interview Questions

- What exactly do you want from us? (also known as describe your job.)
- Why did you leave your last job?
- What's your best accomplishment? (Tell me about the highlight of your career.)
- What are you good at? (What are your strengths? What's your strong suit?, Sell yourself.)
- What's wrong with you? (What are your weaknesses? What's the one thing about yourself that you would improve? What's the one piece of advice you wish you had coming into your last job?)
- Describe a time you failed.
- Will you get along with your potential boss?

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Questions for You to Ask

About the Job and the Company:

- What will be the scope of my responsibilities?
- Where does this job fit in the overall organization?
- What qualifications are important for this position?
- What will it take in this position to be successful?
- What are the future growth plans for the company and what role will this job have in those plans?
- What are the immediate job priorities?
- May I see a job description?

About the Boss, Peers and Subordinates:

- Who does this position report to? How many other direct reports are there to this position? Can you tell me a little about them?
- Who will be my peers? Can you tell me about them? May I meet them at some point?
- What is the management style of my boss?
- How do you like to receive communication?

Closing the Interview:

- What can I do to further convince you that I am the ideal candidate for this position?
- When do you expect to make your decision?
- How many candidates are there? How do my qualifications fit the job?
- Is there anything that I have said or shown you that would make you pause before considering me as an ideal candidate for the job? (This gives you a chance to answer their concerns)
- What is my/our next step?

A.8 Salary Role Plays

Role Plays for Salary Negotiations/Question

Let's wait statements:

- 1. Soften your "Let's wait" statements with introductory phrases like:
 - "Discussing salary is always awkward for me, so...."
 - "I know you must be eager to know my requirements, but..."
 - "Could I say something about that?"
 - "When we discuss money up front, I get worried I'll be screened out or boxed in, so, could we...."
- 2. Use questions to find out what's so important about knowing your salary requirements.
 - "I notice we're back on salary again. May I ask you a question?"
 - The employer says okay.
 - "Are you wondering if you can afford me? Or, do you just need it for an application? Or, something else?"
 - Or, "I notice we've come back to salary. I'd like you to know that I'd be glad to talk about money, and even share my tax return with you at some point if it's important, but could we take a moment to talk about why we need to discuss it now?"
- 3. Give up. You can disregard my salary making rules altogether and reveal your salary up front. That will also end a tug of war. You always have that option available. *WE* **DON'T RECOMMEND IT!**

Present salary statements:

- 4. "I'm paid very fairly for my responsibilities in my present job, and I expect a fair salary with respect to my responsibilities here." "Let's keep talking to make sure I'm the one you want," or (if an offer has been made) "What did you have in mind?"
- 5. "Maybe you've noticed by now that it's a clear principle of mine never to discuss salary up front. If we're going to work together, we'll have to respect each other's principles, won't we? So, let's see how I can help you make (or save) money."
- 6. When asked by a personnel representative: "I don't have to answer that, do I?" "No," the rep replied, "I just have to ask it."
- 7. "I'm sure we can come to a good salary agreement when the time comes."
- 8. "Don't worry about salary. I know I need to make you more than I cost. Let's make sure the fit is right."

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- 9. "Look, if salary is all you're worried about, there's no problem! When I've hired people myself, salary has been just the finishing touch to the person who can really play for the team. Let's talk about it when we're sure I'm the player you're after."
- 10. "Well, compensation is about number three on my priorities list right now. Number one is whether I'm right for the job and what I can produce for you."
- 11. When asked, "What did you make there?" Smile and say, "A lot!" Pause. "Probably more than I'd make here, but don't worry, salary isn't my main concern."
- 12. "Me, mention a figure first? Well, I'm firm on one point. So let's get that one perfectly clear. I have absolutely no upper limits. Now, what did you have in mind?"

Salary Questions and Answers

What salary do you want?

What salary or salary range do you have in mind?

What salary are you looking for?

What is it going to take to get you on board?

"I'm sure you have a figure in mind, what have you budgeted for the position?" (What type of salary do you have budgeted for this position – makes it sound like another business transaction.)

"I believe, and I'm sure you agree, that salary should be based on the responsibilities of the position and what that person can contribute. I would like to learn more about the responsibilities of the position so I can discuss better what this job is worth. What do you see the job being worth based on the responsibilities you know of the job?"

"Salary is not the most important thing to me. Quality of company and the responsibilities of the position are very important to me. It is more important to me to be sure the position is a right match for my skills and interests. Stress that you are looking to make a long term commitment in a company and a career and to find that optimal niche you are willing to be somewhat flexible if necessary regarding compensation."

"Compensation is an important issue, however, my goal is to pursue positions that will allow me to maximize my strengths and solve significant challenges within an organization. A strong fit between my skills and the company needs. When that happens, I'm sure the compensation will fall into place."

"I hesitate to disclose compensation figures because the position we are discussing contains elements that differ from my most recent position. We may be wrongly comparing apples and oranges, size of organization, location of company, and the cost of living in the location. The goal is to arrive at a salary level that reflects the breadth of the responsibility of the position."

"Perhaps it is too early to discuss salary. Let's see if I'm what you need and if your company is what I am looking for. Could we discuss salary a little later?" (Are you making me an offer?)

"I'm sure we can come to a salary agreement if we both agree I am the right person for this job. So, let's agree to table salary until later." (Redirect conversation with a question regarding skill, responsibilities, e.g., "Are you saying that experience is needed for the position, etc?")
Let's see how I can make you money or save you money and then I'm sure you will be willing to make an investment in me that we can both agree to.
I won't require any salary outside the industry market. This could throw us off focus on important issues of what I can do. Let's discuss salary later.
I have no upper limits. What did you have in mind?
An employee's worth is measured by his or her contribution to an employer. I expect to contribute and be paid a salary commensurate with that contribution. I would not have come to this interview or be interested in your first rate company if I had not felt you would be fair and the range you pay would not fit me.
Frankly salary is not so much a concern to me as knowing if I can meet your needs. If I understand, you need to do this job. Is that right?
I am pleased that you are prepared to discuss money at this point. What is the salary range for this position?
Well, I am sure that you have something fair and reasonable in mind. May I ask you what you have budgeted for the position?
I am certainly prepared to discuss money in specific terms after we have mutually agreed on job requirements and scope.
If forced to respond: I understand the market is \$ to \$ range. (When you do state a range for yourself, you must then state why you believe you are worth what you want. Negotiate from a position of strength and not greed!) What range are you thinking for this position?
For my part I am interested in finding the position that has the challenge, growth possibilities, and people I enjoy working with. So far this position seems to have it all, commitment, the people, and my role in contributing to the goals of the company. While money is important, I am not locked into a set figure. However, since you have brought the subject up, what kind of range did you have in mind for this position?

A.9 Sample Thank-You Letter
From the Fairfax Job Service Professional Resource Center
(Date)
(Your address)
(Person's name) (Person's title) (Company name) (Company address)
Dear (Name):
Thank you for the time you spent with me on (date/date) describing the activities of the (section) and your requirements for additional staff.
I am enthusiastic about the prospects of working for (company name) and believe my experience is relevant to your needs, especially my most recent work as a (position) with (company name). I have enclosed a copy of (any supporting documents) that I developed for (whomever). From this, you can see (general details).
Please contact me if you want more information about my education or experience. (If appropriate) I will be out of town between (dates), but otherwise you can reach me at the telephone numbers I gave you at our meeting. I look forward to being in touch.
Sincerely,
(Signature)
(Your typed name)
Enclosure
(Identify document(s))

A.10 Salary Negotiation Items to Consider

Item	Present Company	Offer
Salary		
Bonus Yearly/Quarterly Maximum/Minimum		
Compensation		
Stock Options		
Christmas Bonus		
Sign-on Bonus		
Relocation Package		
Criteria or objectives bonus is based on		
401K benefits		
Retirement Package		
Travel %		
How many states/cities		
Telecommute/Office		
Flex time/scheduled hours		
Car: Total coverage or allowance		
A.11Car insurance		
Car repair		
Gas for car		
Frequency of car turnover		
Health Insurance: Total coverage or % Who's covered (stepchildren, college age)		
Medications coverage		
Mental Health coverage		
% if surgery		
% of family physician		
Out of network benefits		
EAP		

Item	Present Company	Offer
Eye Care		
Orthodontia		
Dental		
Life Insurance		
Disability Insurance		
Severance Package		
Vacation: Number of days		
Holidays: in vacation or in addition to		
Personal days		
Bereavement days		
Sick days		
Supplemental vacation		
Compensation for unused days		
Medical leave		
Conference days		
Can vacation accrue		
Limit of vacation accrual		
Limit of expense account		
Is staying within expense account tied to bonus structure		
Corporate card		
How are expenses reimbursed		
What is/not covered on expense account		
Education reimbursement		
Tuition reimbursement		
University tuition grant for dependent children		
Air travel - first class		
Keep mileage points		
Company paid airline VIP lounge		

Item	Present Company	Offer
Country club		
Golf/tennis/health club		
Luncheon clubs		
Company operated country or sports clubs, gym		
Facilities available to family		
Certification or license cost reimbursement		
Continuing education		
Availability of in-town company courtesy apartments		
Company-paid financial planning		
Company-paid legal		
Company-provided or paid-for parking		
Toll/metro fees		
Available child care		

A.11 Sample Letter Rejecting an Offer

7.11 Jumpio Lottor Rojodinig dir Onor
From the Fairfax Job Service Professional Resource Center
(Date)
(Your Address)
(Person's name) (Person's title) (Company name) (Company address)
Dear (Name):
Thank you for the time you have spent considering me for the position of (position title) with your company. (If appropriate) I also want to express my appreciation for the efforts of (identify anyone else) who gave me so much of their time.
I have just made a very difficult decision – with which company to continue my career. I have been quite fortunate in having a choice of several outstanding opportunities.
After much deliberation, I must respectfully decline the invitation to join your company. I feel that another offer better matches my qualifications and interest at this stage of my career. I never close a door as you never know what other opportunities might develop at a different point in time. Your company is definitely a company to keep in mind as my career journey progresses. However, I want to express my appreciation for the opportunity to consider your outstanding professional operation.
Sincerely,
(Signature)
(Your typed name)

A.12 Books

Your local library is an excellent source of materials. Below is a sampling of resources to help you in your job search or career transition.

Note: None of the resources listed here are endorsed by the church or any of the volunteers of the Career Network Ministry. This list is provided solely for the convenience of participants. Many other resources are available at your local library.

- Been There (Should've) Done That; 505 Tips
- Before You Say "I Quit!", Diane Holloway, Ph.D., Nancy Bishop
- Career Change: Everything You Need to Know to Meet New Challenges and Take Control of Your Career, David P. Helfand
- Career Planning, Lee Ellis
- Change Your Job, Change Your Life, Ronald L. Krannich, Ph.D.
- College Grad Job Hunter, Brian D. Krueger, CPC (Certified Placement Counselor)
- Consulting for Dummies, Bob Nelson, Peter Economy
- Cover Letters for Dummies, Joyce Lian Kennedy
- Cover Letters that Knock'Em Dead, Martin Yate
- Dig Your Well Before You're Thirsty The Only Networking Book You'll Ever Need, Harvey Mackay
- Don't Send a Resume and Other Contrarian Rules to Help Land a Great Job, Jeffrey J.
 Fox
- God's Little Instruction Book for Graduates, Honor Books, Inc.
- How to Get a Job in 90 Days or Less, Matthew J. DeLuca
- How to Make Use of a Useless Degree, Andrew Frothingham
- Insider's Guide to Finding a Job in Washington, Bruce Maxwell
- Job Hunting for Dummies, Robert Half, Max Messmer, Jr.
- Job Hunting for the Utterly Confused, Jason R. Rich
- Job Search Kit for Dummies (audio), Joyce Lian Kennedy (Reader), Polly Adams (Narrator)
- Job Searching Online, Pam Dixon
- Kiplinger's Survive & Profit from a Mid-Career Change, Daniel Moreau
- Life 101, John Roger & Peter McWilliams
- Live Your Dreams, Les Brown (also wrote the "Live Your Dreams" series)
- Making the Most of College, Suzette Tyler
- Never Eat Alone, Keith Ferrazzi
- Non-Profits & Education Job Finder, Daniel Lauber
- Professional's Private Sector Job Finder, Daniel Lauber

- Resumes for Dummies, Joyce Lian Kennedy
- Resumes for Computer Careers, VGM Career Books
- Rites of Passage at \$100,000+, John Lucht
- Sales and Marketing Resumes for \$200,000 Careers, Louise Kursmark
- The Accelerated Job Search, Wayne D. Ford, Ph.D.
- The Career Coach, Carol Kleimans
- The Complete Idiot's Guide to Changing Careers, William Charland, David E. Henderson
- The Complete Idiot's Guide to Getting the Job You Want (audiocassette), Marc Dorio, Shauna Zurbrugg (reader)
- The Complete Idiot's Guide to Getting the Job You Want, Marc Dorio, Rosemary Maniscalco
- The Complete Idiot's Guide to Starting a Home-Based Business, Barbara Weltman
- The Complete Idiot's Guide to Starting Your Own Business, Ed Paulson, Marcia Layton
- The Complete Idiot's Guide to the Perfect Cover Letter, Susan Ireland
- The Complete Idiot's Guide to the Perfect Interview, Marc Dorio, William Myers
- The Complete Idiot's Guide to the Perfect Resume, Susan Ireland
- The Complete Job Search Handbook, Howard Figler
- The Job Seeker's Guide to Socially Responsible Companies, Katherine Jankowski
- The New Rules of the Job Search Game, Jackie Larson & Cheri Comstock
- The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success, Nicholas Lore
- Through the Brick Wall, Kate Wendleton
- Total Life Management, Bob Shank
- Welcome to the Real World, Stacy Kravetz
- What Color Is Your Parachute?, Richard Nelson Bolles
- Writing your Resume, Simon Howard

A.13 STAR Worksheet

ST:	A description of the Situation or Task in which you were involved.
A :	What Action you took or how you Accomplished your success
R:	The R esult of your action or direction.
Qua	antifiable measure of accomplishment and successes, you're a STAR.

A.14 Elevator Speech Guide

During the Career Network Ministry Meeting, every attendee will have an opportunity to deliver their "elevator speech" to the group. To help you with this process, please complete this form prior to presenting. The speech should be **45-60 seconds**.

Introduction:		
My name isindustry.	I have	years of experience in the
My professional expertise is in		
1)		
2)		
3)		
I am seeking a position as		
My most noteworthy accomplishment v or saved a company money or time. For person 3-three years in a row.)		(how you made a company money y company \$750,000 or I was #1 sales
(Do this only if you have graduated from the in graduated from a program within the last	are	the last three years) Plus, I have a degree a. (Mention this only, if you have
The Target companies/agencies that I	am pursuing are:	
1)		
2)		
3)		
Wrap-up:		
I am looking for help in (pick one or tw	o areas):	
1) Looking for contacts at the mentione	d companies	
2) Expanding my Professional Network		
3) Learn how to use Linked In		
4) Resume & Cover Letter Writing		
5) Interviewing Skills		
6) Prayers for and	areas.	

A.15 Network Contact Worksheet

Contact Name	Occupation	City, State	Contact Info (phone/email)	Source

A Guide to Discovering Your Gifts and Pursuing Your Professional Career Search June 2009

A.16 Job Search Productivity Chart

Date (Week of)		Cumulative Totals
Job Search		
Education/Seminars		
Research Organization		
Letters, emails, and		
administration		
Network: Phone		
Network: In person		
Total Weekly		
Hours		
Direct Mail		
Applied to Advertised		
Positions		
Search Firms		
Other Letters		
Total Letters		
General Network, incl.		
Search Firms		
Target Organization -		
Misc. Contact		
Target Organization -		
Peer Contact		
Target Org-Hiring		
Manager		
Target Org -Above		
Hiring Manager Follow-ups with		
Hiring Mgr/Above		
Total Contacts		
Total Hours on		
Search		